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## PHONE NUMBERS

Scheduling and general questions contact one of the following in Title and Registration Partnerships Administration office:

Electronic Data Services

(602) 712-7235

Interpretation on a vehicle or driver license records.

(602) 712-4900\*

**\*Note:** Do not give out this phone number to the general public. It is for official business for MVD Field offices, court's, government and EDS customers.

## HOW TO ACCESS THE MVD SYSTEM (THROUGH ADOT MAIN FRAME)

### Learning Objective:

- To know how to access the MVD system with your assigned RACF (User ID).

### Performance Objective:

- To correctly access the MVD system (through ADOT main frame) to query Title and Registration and/or Drivers/Customer records.

**Note:** Please review your contract to determine which transaction codes your agency has been approved to access. If you try to access transaction codes that you are not authorized to use, the system will give you an error message.  
Example: **“QVDLS NOT AUTHORIZED”**

## HOW TO ACCESS THE MVD SYSTEM (THROUGH ADOT MAIN FRAME)

### General Information

You will learn the correct way to access the MVD system through ADOT's main frame at your work station.

**Note:** Some computer keyboard may need to be remapped by your agency's computer technician to perform some of the functions required to print a Motor Vehicle Record.

## SIGNING ON & OFF OF TPX (ADOT)

### General Information

Each employee is assigned a RACF (User ID) from EDS, which identifies that employee personal (**R**esource **A**ccess **C**ontrol **F**acility) for logging into the system. This number is entered into the database for security purposes and remains with you for identification purposes for the duration of your employment.

1. A password will also be required to sign on to the TPX or ADOT screens.
  - Passwords are entered in a field where the typing is **invisible**, for security purposes.
  - Passwords must be changed every thirty days and cannot be used again for **three years**.
  - The password you choose must be a minimum of 8 characters
    - a. Your RACF and your name cannot be part of a password
    - b. Passwords must contain characters from at least three of the following four classes: upper case letters, lower case letters, numbers, and non-alphanumeric (special characters). **Example:** Arizona1

**Do not share your password with anyone, including your supervisor. This is a violation of ADOT data security rules. (Refer to the ADOT Computer Access Request forms you signed for additional information.)**

- Unauthorized persons will not be permitted within any terminal work area. This includes former employees, family members and/or friends. A work area is defined as an area containing an operational terminal or hard copy information reflecting a person's driving and/or vehicle(s) records.
- At no time will a terminal be used to access the record of a friend, relative, or fellow employee, **FOR OTHER THAN OFFICIAL STATE BUSINESS**.
- At no time will an employee access his or her own records.

## TPX Sign On Procedures

To begin each day your PC will have to be logged on to the LAN. Once the LAN is LOGGED on, a screen will display. This is called the desktop. There are pictures on this desktop referred to as icons.



1. Locate the TPX icon. Place the mouse arrow on the TPX icon and left click twice. The logon screen will appear.
2. From the Logon screen, type in the word "TPX" and press ENTER or Ctrl.

```
MSG10          --- ARIZONA DEPARTMENT OF TRANSPORTATION ---
HELP: (602) 712-7249      TO LOGON, ENTER: ==> TPX          NODE: W0114167
                        ----- *** -----

TPX
```

Type in the word TPX and pres Ctrl.

3. Enter your assigned RACF number in the USERID column and your password in the PASSWORD column and press ENTER or Ctrl.

```
#####
#####      #####      #####      #####
###  ###      ###  ###      ###  ###      ###
###  ###      ###  ###      ###  ###      ###
#####      ###  ###      ###  ###      ###
#####      ###  ###      ###  ###      ###
###  ###      ###  ###      ###  ###      ###
###  ###      ###  ###      ###  ###      ###
###  ###      #####      #####      ###
Information retrieved from the ADOT data bases is the property of ADOT. Unau-
thorized access, distribution, modification, destruction or copying of data is
prohibited and punishable by law (DOA Rule 2-5-501 and ARS 28-210 and 38-421).

SUPPORT DESK: 602 712-7249 (KNOW YOUR NODE NAME)
PF1=HELP    PF3=LOGOFF      07:18:31  08/12/03

*=====
| NODE NAME|   MODEL  | SYSTEM | USERID | PASSWORD | NEW PASSWORD |
|-----|
| W0114167 | 3278-2A  | SYSA  |         |          |              |
*=====

All systems are available . . . .
```

**Note:** After two unsuccessful attempts to enter your password call the Help Desk at (602) 712-7249, for assistance. They will reset your password and give you instruction on how to continue. If you try three times and are unsuccessful, the system will revoke your USER ID, and you cannot continue until Data Security is notified.

4. When the TPX Menu comes up press “F2” for IMS PRODUCTION.

```

TCU0041                      TPX Menu For: DV309                      10:34:20
Logoff.. \K                      09/25/03
Jump.... NONE  Cmdkey.... ENTER  Cmdchr.... \      System.... H2TPX
Menu.... NONE  Print..... PA3    Model..... 3278-2A  Termid.... W0114205

Action  Sessid  Sess-Fkey  Session Description  Status
-      H1IMSP   2         IMS PRODUCTION
-      DRIVERS  10        Driver's Prod, DualFunction
-      TITLREG  11        Title/Reg Prod, DualFunction

Command ==>
F1=Help      F7=Up      F8=Down      F10=Left     F11=Right    H = Cmd Help

```

## IMSP MASTER MENU

```

*****  I M S P   M A S T E R   M E N U   *****
MAR0426  *****  P R O D U C T I O N   *****  09/25/03
          DEPRESS APPLICABLE PF KEY FOR DESIRED SYSTEM  10:36:01

PF1  = IMS VERIFICATION SCREEN      PF13 = RESERVED FUTURE USE
PF2  = TITLE & REGISTRATION          PF14 = RESERVED FUTURE USE
PF3  = DRIVERS/CUSTOMER             PF15 = RESERVED FUTURE USE
PF4  = RESERVED FUTURE USE          PF16 = RESERVED FUTURE USE
PF5  = MOBILE HOME                  PF17 = RESERVED FUTURE USE
PF6  = AERONAUTICS                  PF18 = RESERVED FUTURE USE
PF7  = RESERVED FUTURE USE          PF19 = FINANCIAL RESPONSIBILITY
PF8  = RESERVED FUTURE USE          PF20 = SYSTEMS ENGINEERING
PF9  = T&R CUSTOMER SEARCH          PF21 = IMSP ETO SYSTEM SUPPORT
PF10 = TARGATS                      PF22 = SYSTEMS ENGINEERING
PF11 = RESERVED FUTURE USE          PF23 = DISPLAY NODE/LTERM/USER
PF12 = RESERVED FUTURE USE          PF24 = TO EXIT IMS (/RCL)

*** LOGOFF:  DEPRESS PF24 KEY TO EXIT IMS ***

LOCK/UNLOCK COMMAND:

```

5. From the IMSP Master Menu select either **F2** for Title & Registration or **F3** for Driver/Customer.

You have now logged onto the Title & Registration and/or Drivers/Customer database.



## Log Off TPX Procedures

### **General Information**

Each day the computer must be signed off and closed. This is referred to as a log off.

### **Instructions To Log Off:**

1. From the initial screen press the **pause/break** key. A blank screen will display.
2. Type **/RCL** and press **ENTER** or **Ctrl**.
3. The TPX menu screen will display.
4. Type a **"K"** on the line where the cursor defaults, press **ENTER** or **Ctrl**. The LOG ON screen will appear.
5. Click on the upper right "X" at the top of the screen. The desktop will appear.
6. Click the Start button at the bottom left of the screen.
7. Click on the Log Off icon.
8. Click on the Yes button.
3. The computer is now closed for the day.

## PC MESSAGES

The following are common error and resolution messages.

ERROR MESSAGE	RESOLUTION
<b>No Response Conversation Ended</b> Transaction is unable to process	STOP!!! Make no further attempts to access, call <b>(602) 712-7249</b> .
<b>Tran Terminated - No Record Found</b>	Try another entry. There was no record found for the request record. Check information you used.
<b>No Such Transaction Code</b> Entered wrong TRAN NAME	Re-enter the correct Tran name.
<b>Tran / Lterm Stopped</b>	Press PAGE UP and enter the Tran for the requested transactions. If the message still appears, call Help Desk <b>(602) 712-7249</b> .
<b>Terminal Security Violation</b> Entered a transaction from an unauthorized Terminal or User.	Re-enter the TRAN NAME on initial screen. If the message still appears, contact your supervisor.
<b>Conversation in Process – Await Reply</b> Data is backed up.	Press Page Up key until the preceding entry appears. BE PATIENT. If this still does not work, clear the screen by pressing the Pause/Break key. Type /EXIT and press Ctrl or Enter. Type /FOR INIT1 and press Ctrl or Enter.
<b>IMS Shut Down</b> System is Down	Call Help Desk <b>(602) 712-7249</b> to inquire the amount of time the system will be down.
<b>Terminal Inactive</b> PC is inoperative	Make sure your PC is unlocked. Re-enter USER ID and password. If still inactive, call Help Desk <b>(602) 712-7249</b> .

## To Refresh the System

### **General Information**

Sometimes the system will back up or you will receive an error message on the Title and Registration menu. Following are the alert messages indicating a system problem.

1. If the message **"DESTINATION CAN NOT BE FOUND OR CREATED"** appears on the Title and Registration System, do the following:

- If **refreshing** from the **Title & Registration** database, do the following:
  - a. **Pause/Break** then type **"/FOR TREC"** press **Enter** or **Ctrl**.

**Note:** If the message **"Q4 MSG WAITING"** appears in the in the upper right hand corner of the Title & Registration main menu, press the **Page Up** key. The last screen will display. Continue with the process.

### Examples of other error messages:

**"QVREG ERROR, BOTH TRAN AND PFKEY USED."** Appears in the lower left hand corner of the Title & Registration screen means you entered the TRAN QVREG and hit PF2 key at the same time. Correct way to access the record is using the TRAN QVREG with your text then press Enter or Ctrl or entering the text without the TRAN then hitting the PF2 key.

### **"DFS064 10:30:07 DESTINATION CAN NOT BE FOUND OR CREATED"**

Appears in the lower left hand corner of the Title & Registration screens means either entered something in error or just backed up. Follow steps a. to get your screen back.

**"DFS2469W TRANSACTION REJECTED: TRAN NOT AUTH 0008"** Appears in the lower left hand corner of the Title & Registration screens means you hit an update PFKEY that you are not authorized to access. If you continue to make these errors a report is sent to EDS for resolution.

## General Information

Sometimes the system will back up and you lose your screen with an error message on the Drivers/Customer System. Following are the alert messages indicating a system problem.

1. If the message “**DFS249 CURRENT TIME NO INPUT MESSAGE CREATED**” appears on the Drivers/Customer Database, do the following:
  - Will happen if you have pressed the **Enter** or **Ctrl** key to many times and you lose the **QDSEE** or **QDSEEP** screen.
    - a. **/FOR INIT1** and press **Enter** or **Ctrl**.
2. If the message “**CONVERSATION IN PROCESS**” appears, do the following:
  - Will only happen in the Drivers/Customer database. When **refreshing** do the following:
    - a. **Pause/Break** then type “**/EXIT**”, press **Enter** or **Ctrl**.
    - b. Then type “**/FOR INIT1**”, press **Enter** or **Ctrl**.

**Note:** If the message “**Q4 MSG WAITING**” appears in the in the lower right hand corner of the Drivers/Customer main menu, press the **Page Up** key. The last screen will display or you can lose your screen and have do step #1.

# ***Title & Registration***

## **READING THE TITLE AND REGISTRATION QUERY SCREEN (QVREG)**

### **Learning Objectives**

- To know each field on the Title and Registration QVREG screen and what information is contained in that field.
- To know how to read a record.

### **Performance Objective**

- To correctly read a Title and Registration record.

## READING THE TITLE AND REGISTRATION QUERY SCREEN (QVREG)

### General Information

Below is a copy of a title and registration base record. It is also known as a query screen or the QVREG screen. To understand the fields, each line has been lettered (A, B, C, etc.). Each line is individually displayed on the following pages. Each field on that line has been numbered and the description is under the copy of the line being shown. Make a copy of this page to follow as we break down and describe each field on the QVREG screen located below.

A	ARIZONA MOTOR VEHICLE RECORD AS OF 07/13/2005 SEQ 04470344
B	001GGG -001 75309F7 CAT I VIN 1FTHW26F3VEC13010
C	FORD 34PU 1997 MO/YFR SEP 1997 EFFDT SEP 2004 EXP AUG 31 2006
D	VMO F25 FLP 021595 GVW 000000 F D ODMR 0000031 CODE A CREDIT N
E	SC 25 AV 006881 INS BY
F	TC 47 64 32 43 35 PRD FNED RACF DV309 DV309
G	B/D 01212005 BCH 072M OF 1352 DCR 01212005 00 DPR 08092004 03
H	D00003155 I B JOHN,Q.PUBLIC OR
I	D00004838 I JANE,E,PUBLIC
J	725 W TAYLOR OEN
K	COOLIDGE AZ 85228 REG CNTY 11 2 YEAR REG
L	COMMENTS
M	TRP IN PROG
N	AXLES UNLADEN 40404
O	SARWGTDTE
P	TTL NO M1WP972470010 ST AZ PDT 09051997 FILM 7247M08505 BTP IDT
Q	PR TTL MCO ST PDT FILM
R	LIEN CUST NBR E00030121 O AMT 35210.34 DT 08191997 L/S
S	BANK OF PHOENIX 4005 N 51ST AVE PHOENIX AZ 85031
T	EMSTYP ITDT FLAG PDT RSLT AREA EMSEXP
	PRI
	TRAN TEXT L 001GGG

A. ARIZONA MOTOR VEHICLE RECORD AS OF (1) 07/10/2003 (2) SEQ 09033299

1. The date the record was queried.
2. The computer generated sequence number.

B.        (3)        (4)        (5)        (6)        (7)  
**469GTS -001        167918R        CAT A        VIN JT2AC52L8T0137572**

3. The plate that is assigned to the vehicle.
4. The plate key that corresponds with the plate.
  - A listing of all the plate keys follow
  - The list will allow you to know what kind of plate is on the vehicle
    - a. Environmental, Historic, Firefighter, etc.
5. This is the year tab that was issued when the registration was completed. Each year or two this number will change depending if the vehicle is registered for one or two years.
6. The Category of the vehicle. This is what the vehicle is, a passenger vehicle, trailer, truck, etc. The category determines the license plate to be used and the fees to be charged. A complete listing of categories follows the plate keys.
7. The vehicle identification number. This number is unique to each vehicle.

## **PLATE KEY / PLATE TYPE**

Plate Key	Plate Type	Plate Key	Plate Type
<b>DEALER</b>			
008	Dealer-Motorcycle	029	Dealer-Transporter
026	Dealer-Auto	049	Manufacturer-Test
027	Dealer-Trailer	050	Manufacturer-Test Laden
<b>GOVERNMENT/SCHOOLS</b>			
012	Government-Motorcycle	039	Government Alternative Fuel
033	Government/Schools/University		
<b>MILITARY</b>			
045	Congressional Medal of Honor	058	Pearl Harbor Survivor
085	Congressional Medal of Honor Disability	088	Pearl Harbor Survivor Disability
048	Former Prisoner Of War	055	Purple Heart Medal
081	Former Prisoner Of War Disability	076	Purple Heart Medal Disability
068	Legion of Valor	067	Purple Heart Personalized
084	Legion of Valor Disability	063	Veteran
064	National Guard	011	Veteran Disability
086	National Guard Disability	009	Veteran Personalized



ORGANIZATIONS			
020	Navajo Nation	091	Transplantation Disability
034	Navajo Nation Disability	094	Transplantation Personalized
095	Navajo Nation Personalized	018	University of Phoenix
096	Pet Friendly/Spay & Neuter	092	University of Phoenix Disability
097	Pet Friendly/Spay & Neuter Disability	013	Wildlife Conservation
098	Pet Friendly/Spay & Neuter Personalized	093	Wildlife Conservation Disability
090	Transplantation		
PERMITS/PLACARDS			
002	30 Day Nonresident	052	Nonresident Daily Commuter Permit
028	30 Day General Use	054	Air Quality Compliance Sticker
035	45 Day Plate (TRP)	059	Disability Placard Perm
047	90 Day Resident	060	Disability Placard Temp
OTHERS			
025	5 Yr Fleet Trailer (Ended 0696)	075	Environmental Disability
004	Alternative Fuel	066	Environmental Personalized
073	Alternative Fuel Disability	024	Farm Vehicle
010	Alternative Fuel Personalized	065	Firefighter
030	Amateur Radio Note: for Amateur Radio Disability use Plate Key 30 & SC 87	077	Firefighter Disability
061	Antique	032	Honorary Foreign Consul
014	Apportioned	016	Fraternal Order of Police
023	Bus – Taxi Personalized	089	Fraternal Order of Police Disability
070	Child Abuse Prevention	044	Hearing Impaired
072	Child Abuse Prevention Disability	082	Hearing Impaired Disability
071	Child Abuse Prevention Personalized	043	Historic Vehicle
006	Classic Car	083	Historic Vehicle Disability
074	Classic Car Disability	005	Horseless Carriage
056	Collegiate ASU	017	Interstate Power
078	Collegiate ASU Disability	019	Interstate Trailer
056	Collegiate NAU	042	Moped
079	Collegiate NAU Disability	007	Motorcycle Owner (including personalized)
056	Collegiate UofA	046	Motorcycle Historic
080	Collegiate UofA Disability	087	Motorcycle Historic Disability
057	Collegiate Personalized	051	Off-Road Vehicle
003	Commercial Power	001	Owner Pleasure
015	Commercial Truck Tractor	041	Personalized Note: Disability Personalized <u>does not</u> have its own plate key. Plate key (41) for Personalized plates is used with a status code (87) to denote the disability status.
040	Disability see Personalized Disabled Driver Note: for Disability	053	Street Rod
062	Environmental	022	Trailer

## Registration Category Coding

A.	Passenger Vehicle; Non-Commercial station wagon, limousine, motor home, van conversion, specially constructed vehicle; Non-Profit organization bus without a weight fee, NEV's that have met NHTSA requirements.
B.	Rental Passenger Vehicle, with a weight fee (Interstate and Intrastate).
C.	Commercial Power Vehicle, with a weight fee; this includes all 1 ton and larger vehicles, and vehicles less than 1 ton at the option of the owner.
D.	Bus, with a weight fee.
E.	Taxi, with a weight fee.
F.	Permanent Trailer Registration for Non-Commercial trailers (except travel/tent trailers) with a declared GVW of 5999 or less.
G.	Trailer, Commercial with a declared GVW 0 to 10,000 except travel/tent trailers) or a commercial trailer with a GVW over 10,000 that is permanently registered.
H.	Motorcycle; Golf Cart; Motor Scooter; NEV; ATCs and ATVs certified as roadworthy.
I.	Pickups and Vans 3/4 Ton and Less, Non-Commercial (this includes non-commercial trusts).
J.	Travel Trailers & Tent Trailers
K.	Moped
L.	Dealer/Transporter
M.	Governmental Agency Trailer
P.	Governmental Agency Power Vehicle
R.	Off Road Vehicles--ATCs (2 or 3 wheeled) and ATVs (4 wheeled).

**C. (8) (9) (10) (11) (12) (13)**  
**TOYT 2DSD 1996 MO/YFR OCT 1996 EFFDT OCT 2004 EXP SEP 30 2006**

8. The make of the vehicle.

9. The body style describes what the vehicle looks like.

10. The year of the vehicle.

11. This is month and year first registered. Usually the YFR matches the year of the vehicle. In certain circumstances the YFR will be the year before or after the year of the vehicle.

12. This is the beginning date of the registration period showing on the database.

13. This is the expiration date of the registration period showing on the database.

(14) (15) (16) (17) (18) (19) (20)  
**D. VMO TTD FLP 010348 GVW 000000 F G ODMR 0061176 CODE A CREDIT N**

14. This is the vehicle model.

15. This is the Factory List Price.

16. This is the Gross Vehicle Weight. On all commercial vehicles, the owner will declare the weight on the initial registration. This weight can be changed at any time during the registration cycle for an additional fee. This field is also used to record the size of a travel or tent trailer or the engine size of a motorcycle with a displacement of less than 90cc.

17. This is the fuel used to power the vehicle. Below is a complete listing of all the fuels:

Regular Fuel Codes		Alternative Fuel Codes (A.R.S. § 1-215)	
Diesel	<b>D</b>	Liquefied petroleum gas	<b>L</b>
Electric*	<b>E</b>	Natural Gas	<b>C</b>
Gasoline Note: This includes hybrid vehicles (MVD Policy 00-017).	<b>G</b>	Hydrogen	<b>H</b>
None	<b>N</b>	A blend of hydrogen with liquefied petroleum or natural gas	<b>L</b>
Other	<b>O</b>	A blend of 70% alternative fuel and 30% petroleum based fuel	<b>M</b>
An emulsion of water-phased hydrocarbon fuel that contains not less than 20% water ( <i>Prior to September 4, 2000, was an alternative fuel code</i> )	<b>W</b>	Solar	<b>S</b>
Alcohol	<b>Z</b>	Electric	<b>X</b>
		Alcohol powered vehicles purchased prior to August 24, 1998	<b>A</b>

- Golf Carts & NEVs that don't meet the National Highway Traffic Safety Administration (NHTSA) safety standards use fuel code **E**.
- NEVs that meet the NHTSA safety standards are eligible to display fuel code **X**.
- All alternative fuel vehicles must be emissions inspected. They do not qualify for the in-lieu fee.
- Fuel codes **S**, **X** or **H** are not subject to emissions or in-lieu fee.
- Fuel code **H** is subject to AQCF (.25) and AQF (1.50).

(14)	(15)	(16)	(17)	(18)	(19)	(20)
<b>D. VMO</b>	<b>TTD FLP 010348</b>	<b>GVW 000000</b>	<b>F G</b>	<b>ODMR 0061176</b>	<b>CODE A</b>	<b>CREDIT N</b>

18. This was the mileage on the odometer when the vehicle was titled.

19. The code indicates the accuracy of the mileage.

A = Actual Mileage

B = Mileage in excess of the odometer mechanical limits.

C = NOT Actual Mileage, WARNING ODOMETER DISCREPANCY.

20. Tells you if a plate credit record has been applied to this vehicle.

(21)	(22)	(23)
<b>E. SC 25 81</b>	<b>AV 002169</b>	<b>INS BY</b>

21. Any status codes associated with the vehicle or owner.

22. The assessed value. Used to determine the VLT and certain exemptions.

23. Indicates if someone other than the owner is providing insurance on the vehicle.

(24)	(25)	(26)	(27)
<b>F. TC 47 66 44 64 66</b>	<b>PRD</b>	<b>FNED</b>	<b>RACF A6527 A4947</b>

24. Transactions Codes.

25. Is the date a trailer received permanent registration and the amount of VLT paid.

26. Is the date the personalized plate fee on a perm trailer expires.

27. The RACF of the last two people or system update to perform transactions on the record.

(28)                      (29)                      (30)                      (31)                      (32)  
**G.    B/D 10302002    BCH T072    OF 3551    DCR 03302003 00    DPR 10302002 01**

28 Is the batch date of the last fee transaction performed on the record.

29. Is the batch number of the last fee transaction performed on the record. A specific batch number is assigned to every computer at the offices.

30. The office number where the last fee transaction was performed on the record.

31. The date of the most current transaction was performed on the record. It does not need to be fee transaction. It can be a correction transaction, an insurance transaction, etc. where no money is exchanged but the record is changed.

32. The date when the last previous change was made on the record.

(33)                      (34)                      (35)                      (36)                      (37)  
**H.    B12620250    I                      B    HORACE,LEE,JACKSON                      - - - - -**

33. The customer number of the owner of the vehicle.

34. The customer type.

I	=	Individual
O	=	Organization
T	=	Trust
E	=	Estate
G	=	Government

35. The TRB indicator tells you who received the title and/or registration.

T	=	Title
R	=	Registration
B		Both the Title and Registration

36. The customer name showing on the title. (Brought over from the customer database.)

37. If multiple owners, the legal status of the owners will display in this field.

(38)

I. 9009 E BROADWAY #71

(39)  
OEN

38. Owners street address.

39. Owners equipment number. Used mainly for fleet vehicles and companies with many vehicles.

	(40)	(41)	(42)
J. TUCSON	AZ 85710	REG CNTY 10	2 YEAR REG

40. Owners city, state and zip code.

41. County that the vehicle is being registered in.

42. Registration year indicator. Did the customer pay for a one or two year registration?

(43)

**K. COMMENTS**

43. This field holds any comments displaying on the record.

L.	(44) AXLES 00	(45) UNLADEN 00000
----	------------------	-----------------------

44. Number of axles. Used by Motor Carrier only.

45.Unladed weight of the vehicle. Used by Motor Carrier only.

(46)

M. SARWGTDE

46. The expiration date of a Seasonal Agricultural registration. Used on a very specific vehicle.

(47) (48) (49) (50) (51)  
**N. TTL NO A49473D263967 ST AZ PDT 09202001 FILM B263T32411 OTC IDT 09202001**

47. Title number and state of issue of the last title issued.

48. Print date of the last title issued. Will not display until the hard copy title is printed.

49. Film number of the last title issued.

50. These are the title processing codes. Tells you how the title was issued.

OTC	Over The Counter title was printed.
BTP	Batch Title Print. Title was printed and mailed in the overnight batch process.
ELT	Electronic Lien Title. Electronic message sent to the lienholder. No hard copy title has been printed.
EOC	Electronic Over the Counter Title. The electronic lienholder requests an over the counter hard copy title.
ELR	Emergency Lien release. Electronic lien holder releases the lien using an emergency mailbox. The vehicle owner then has two days to pick up the title at a field office. If not picked up the code will change to BTP and the hard copy title will be mailed to the owner.

51. The issue date will display the date the last title was entered in the system.

(52)  
**O. PR TTL A78511D221033 ST AZ PDT 08092001 FILM B221AD1726 OTC**

52. The prior title number will display in this field. All descriptions of all other fields on this line are the same as the line above but for the prior title issued.

(53) (54) (55) (56) (57)  
**P. LIEN CUST NBR E00107051 O AMT 10524.38 DT 08142001 L/S**

53. The lienholder's customer number.

54. The lienholder's customer type.

55. The amount of the lien. Will not display on any titles issued after 01012003.

56. The date of the lien.

57. If joint lien holders, the legal status of the lien holders will display in this field.



(58)

**Q. DM FEDERAL CREDIT UN 5690 DTC BLVD STE 260W ENGLEWOOD CO 80111**

58. The lienholder name and complete mailing address.

**Note:** Fields 53 through 58 will be blank if there is no lien on the vehicle.

(59)

(60)

(61)

(62)

(63)

(64)

(65)

**R. EMSTYP O ITDT 10302002 FLAG PDT 10302002 RSLT P AREA B EMSEXP 09302003**

59. The type of emissions test that was performed.

	TEST TYPE	TIME FRAME
2	IM147	2 years
IL	In lieu	1 or 2 years
B	Basic	1 year
M	MCO	1 year
I	Idle	1 year
L	Load	1 year
D	Diesel	1 year
O	On Board Diagnostic	1 or 2 years

Directors Certificates – all valid for the duration of the registration cycle.

AC Administrative Director's Certificate

AR Administrative Reason

ER Early

OS AZ Vehicle Out of State or Special Military Order 2003-10

TD Technical Difficulties

60. The date of the initial test.

61. The flag field populates with a "Y" only if the 30-day initial test date rule applies.

62. The date the test was passed.

63. The results of the test.

P	Pass	F	Fail
RP	Referee Pass	RF	Referee Fail
WP	Waiver Pass	WD	Waiver Denied
WG	Waiver Granted		
NC	Non-Compliance – Issue Non-compliance tab. Do not collect .25 AQCF.		
NC	Special Military Order 2003-10 issue appropriate attainment non-attainment tab for the area and collect .25 AQCF.		
E1	Exempt Emissions for 1 year ( Initial retail sale, MCO, In Lieu for 1 year).		
E2	Exempt emissions for 2 years (paid in lieu fee for 2 years).		

(59) (60) (61) (62) (63) (64) (65)  
**R. EMSTYP O ITDT 10302002 FLAG PDT 10302002 RSLT P AREA B EMSEXP 09302003**

64. The area where the test was taken

- A Area A Non-Attainment – County 07 Maricopa, 13 Yavapai and 11 Pinal.
- B Area B Non-Attainment – County 10 Tucson.

65. Emissions expiration is when the emissions test expires. Will match the vehicle registration or may be 1 year forward from the vehicle registration.

( 66)  
**S. PRI**

66. Prior plate information. Before Plate credits were created, if a plate was replaced it would roll into this field. Will display 90-day resident and TRP number when converted from a permit record to title and registration.

(67) (68)  
**T. TRAN TEXT L 469GTS**

67. From this QVREG screen a tran can be typed in to perform a transaction.

68. The format of the way the QVREG screen was queried. May be changed, if needed, to access another Tran or vehicle.

# **ACCESSING TITLE AND REGISTRATION RECORDS**

## **Learning Objectives**

- To know the different means to access a title and registration record.
- To know the different fields on the title and registration query screen.

## **Performance Objectives**

- To correctly access a title and registration record in order to print Motor Vehicle Records (MVR's).
- To be able to interpret a title and registration query screen.

## ACCESSING TITLE AND REGISTRATION RECORDS

### General Information

Title and Registration records and all the different T&R transactions are accessed using Tran codes. Driver License Switching codes are not used on the T&R database.

There are certain T&R transaction codes that can be accessed by using the **F-Keys**. The **F-Key** takes the place of a Tran. These are displayed on the Title and Registration Main Menu (see below). They are called **PF keys** on the main menu but display as F-Keys on the keyboard. The **F-Keys** are located on the top center of the keyboard. The **F-Key** exchange only works on the T&R database.

**Note:** If the PF keys don't work on your keyboard you will always have to enter the Tran.

The main menu T&R screen has one line for entry. It contains two fields, the TRAN field and the TEXT field.

The **TRAN** field may be typed in with the appropriate Tran or the field is left blank if an F-Key is going to be used.

The different T&R trans and description are listed below in the T&R screen. But only PF2 (QVREG) and PF6 (QVCPY) will be the only authorized trans that you can access.

09/29/03	TITLE AND REGISTRATION SYSTEM	
12:41:18	*** OPERATOR INSTRUCTIONS ***	
ENTER CALL TEXT, SELECT TRANSACTION AND DEPRESS APPLICABLE PF KEY.		
- OR -		
ENTER CALL TEXT, DEPRESS TAB KEY, ENTER TRANSACTION THEN DEPRESS ENTER KEY.		
PF1 =MVREN PF2 =QVREG PF3 =RESERVED		
PF4 =MVRAT PF5 =QVREN PF6 =QVCPY		
PF7 =EVREG PF8 =MVCOR PF9 =RESERVED		
PF10=MVSTC PF11=STOP PF24=MENU		
TRAN	TEXT	

**QVREG-** is the transaction code that is used to query a vehicle record. QVREG can consist of up to three different screens. Example – read from left to right.

	ARIZONA MOTOR VEHICLE RECORD AS OF 07/13/2005 SEQ 04472369									
1	LES230	-001	8X82883	CAT I	VIN 1FTHX25LXFKA60050					
2	FORD	34PU	1985	MO/YFR	AUG 1985	EFFDT	AUG 2004	EXP	JUL 31 2006	
3	VMO	F25	FLP 010250	GVW	000000	F G	ODMR 0126818	CODE	B	CREDIT N
4	SC	25				AV	000465	INS	BY	
5	TC	32 31 35 47 43	PRD			FNED		RACF	DV309	DV309
6	B/D	07132005	BCH 621M	OF 1360	DCR	07132005	04	DPR	10252001	01
7	D00003137	I B	WALTER,,	WINTERS				AND/OR		
	D00011003	I	SUE,,	WALTERS				AND/OR		
8	3456	W	PARADISE	DR		OEN				
9	PHOENIX				AZ 85024	REG CNTY	07	2	YEAR	REG *
10	COMMENTS									
11						TRP	IN	PROG		
12						AXLES		UNLADEN	40404	
13						SARWGT	DTE			
14	TTL	NO	J600941870000	ST	AZ	PDT	07161994	FILM	4187J60501	BTP IDT
15	PR	TTL	ET11142216	ST	CA	PDT	03141991	FILM	ORIGINAL	
16	LIEN	CUST	NBR E00030116	O	AMT	DT	04012005	L/S		
17	BANK	OF	AMERICA	1234	N 5TH	ST	PHOENIX	AZ	85001	
18	EMSTYP	Y2	ITDT	07132005	FLAG	PDT	07132005	RSLT	P	AREA A EMSEXP 07312007
19	PRI									
	TRAN				TEXT	V	1FTHX25LXFKA60050			

1.	Plate, plate key, tab number, category, and VIN
2.	Vehicle description information: make, body style, year, month/year first registered, effective date, and expiration.
3.	Vehicle model, factory list price, gross vehicle weight, fuel, odometer, odometer code and plate credit indicator.
4.	Status codes, assessed value, and insured by.
5.	Transaction codes, permanent registration date and VLT amount, fee notice expiration date, and RACF-number.
6.	Batch date, batch number, office number (county number will display on records not updated by Armani), date of current record, and date of prior record
7.	Customer number, customer type, TRB indicator(s), customer name, and legal status.
8.	Address and owner equipment number.
9.	City, state, zip code, registration county number, and registration year indicator.
10.	Comments.
11.	TRP Indicator
12.	Axels and Unladen weight (Motor Carrier only).
13.	Seasonal agricultural registration weight expiration date.
14.	Current Title number, title state, title print date, film number, title print indicator (there are several), date title record was updated.
15.	Prior title number, title state, title print date, film number, title print indicator (there are several).
16.	Lien holder's customer number, customer type, amount, date and legal status, if joint lien holders
17.	Lien holder's name, address, city, and state if applicable..
18.	Emissions data: Type, initial test date, flag, pass date, results, area, and expiration.
19.	Prior plate or TRP (with plate key) information.

**Additional Owner Page: Press the Page Up key from the base record. This will display any additional owners, lien holders or a vehicle domicile address. If no additional owners or lien holders, the fee history page will appear. See both screens below.**

1	ADD OWN D00004444 I	TARA,LEE,JOHANNSON					
2	V/ADR 101 E PINE STREET			VDOM			
3	FLAGSTAFF	AZ 86001		CO 03			
4	LIEN CUST NBR E00030012 O AMT			DT 04022005 L/S			
5	MLS ELECTRIC INC	1009 W MICHIGAN		PHOENIX		AZ 85023	
6	LIEN CUST NBR D00004469 I AMT			DT 04032005			
7	WALTER, ,WINTERS	3456 W PARADISE DR		PHOENIX		AZ 85024	
8	CARRIER NO	USDOT	SAFETY	USDOT	SAFETY	USDOT	SAFETY
	TRAN		TEXT V 1FTHX25LXFKA60050				

1.	ADD OWN is the additional owners customer number, customer type, customer name, and legal status.
2.	V/ADR is the vehicle domicile address and VDOM is if the renewal is to be mailed to the vehicle domicile address an "R" will display.
3.	Vehicle City, State, Zip Code, and Domicile County.
4.	<p>LIEN CUST NBR is the second lien holder customer number, customer type, date of lien, and lien holder legal status if joint lien holders.</p> <ul style="list-style-type: none"> <li>The AMT field will only display if the title was printed before 01012003. After 01012003 the lien amount is no longer displayed on the title.</li> </ul>
5.	Second lien holder name, and complete address
6.	<p>LIEN CUST NBR is the third lien holder customer number, customer type, and date of lien.</p> <ul style="list-style-type: none"> <li>The AMT field will only display if the title was printed before 01012003. After 01012003 the lien amount is no longer displayed on the title.</li> </ul>
7.	Third lien holder name, and complete address.
8.	Used by motor carrier services only.

## QVREG

QVREG is a transaction code used to query records on the Title & Registration database. Records can be queried by using either the vehicle identification number or the license plate number. The TRAN field is used to accept a transaction code. The TEXT field is used to accept license plate or vehicle identification numbers.

09/09/03	TITLE AND REGISTRATION SYSTEM
10:38:14	
*** OPERATOR INSTRUCTIONS ***	
ENTER CALL TEXT, SELECT TRANSACTION AND DEPRESS APPLICABLE PF KEY.	
- OR -	
ENTER CALL TEXT, DEPRESS TAB KEY, ENTER TRANSACTION THEN DEPRESS ENTER KEY.	
PF1 =MVREN PF2 =QVREG PF3 =RESERVED	
PF4 =MVRAT PF5 =QVREN PF6 =QVCPY	
PF7 =EVREG PF8 =MVCOR PF9 =RESERVED	
PF10=MVSTC PF11=STOP PF24=MENU	
TRAN	TEXT

TRAN QVREG TEXT L 123ABC ,press **Enter** or **Ctrl**

**OR**

TRAN QVREG TEXT V 1FABP29GUP1234567 ,press **Enter** or **Ctrl**

**OR**

TRAN \_\_\_\_\_TEXT L 123ABC ,press **F2**

TRAN \_\_\_\_\_ TEXT V 1FABP29GUP1234567 ,press **F2**

## HOW TO QUERY TITLE AND REGISTRATION RECORDS

### General Information

The TEXT field must contain one-character at the beginning of the field that identifies the type of record the system should access, and the appropriate type of text following this code. Following are the different ways to access a T&R record.

#### 1. V = VEHICLE IDENTIFICATION NUMBER (VIN)

The Vehicle Identification Number is a unique number assigned to each manufactured vehicle. Type a "V", (one space), then the vehicle identification number.

Tran \_\_\_\_\_ Text **V 3GNGK26G21G123006** press **Enter** or **Ctrl**.

**Note:** When processing any kind of transaction where a title will be issued, ALWAYS use the VIN to access the record.

#### 2. L = LICENSE PLATE NUMBER

The license plate number will access the vehicle record, a plate credit record, Restricted Use 3-Day Permit record, 30 or 90 days permits or TRP's. Type an "L", (one space), then the license plate number or the permit number. This is used for renewals.

Tran \_\_\_\_\_ Text **L ABC123** press **Enter** or **Ctrl**.

Tran \_\_\_\_\_ Text **L PA06531 (permit number)** press **Enter** or **Ctrl**.

As you can see the last two digits of the VIN must start on the 11<sup>th</sup> character of the Text field. The number of digits on the plate determines the number of spaces between the last digit of the plate and the first digit of the last two numbers of the VIN.

#### 3. A = TAB NUMBER

A tab is issued with all transactions that involve registration of a vehicle. The tab number identifies the year the registration expires. Type an "A", (one space), then enter the tab number.

Tran \_\_\_\_\_ Text **A H456789** press **Enter** or **Ctrl**.



#### **4. C = CUSTOMER NUMBER**

A customer number identifies a specific record of a person, business, trust, government agency, etc. The customer number is housed on the customer database and it links the two databases together. It is issued for tracking purposes. Type a "C", (one space), then enter the customer number from the customer's driver license or from the customer database record.

Tran \_\_\_\_\_ Text **C D00004669** press **Enter** or **Ctrl**.

#### **5. S = SEQUENCE NUMBER**

The sequence number is an eight-digit number that is system generated. Type an "S", (one space), then the sequence number.

Tran \_\_\_\_\_ Text **S 08838831** press **Enter** or **Ctrl**.

#### **6. F = MICROFILM REFERENCE DATA BASE**

A microfilm reference number is generated when the title transaction is processed. The number is used to access the microfilm reference database in case past work needs to be seen. Type an "F", (one space), then the film number.

Tran \_\_\_\_\_ Text **F C065185M01** press **Enter** or **Ctrl**.

As you can see there are many ways to access a record on the T&R database. As you learn the different transactions you will be able to determine the easiest and proper way to access the database.

## PLATE CREDIT RECORDS

### General Information

When a vehicle is sold in Arizona, the plate displayed on the vehicle is to be removed. If there is any remaining registration cycle money, the plate and money belongs to the seller. This plate and money becomes a plate credit record. The plate credit record is created when one of the following occurs:

- The buyer transfers the vehicle into their name. OR
- The seller requests that the plate be reassigned to another vehicle they own or have purchased.

**The following are the transaction codes used to query a plate credit record.**

<b>QVPLT</b>	Queries a plate credit record.
<b>PLTSEL</b>	Plate selection list.

### Customer Sells Their Vehicle

When a vehicle is sold, the seller must do one of the following:

1. Remove and retain the license plates to apply to a new vehicle. Plates are not to be displayed on a new vehicle until the title transfer and registration have been processed.
2. If not purchasing another vehicle within 30 days, notify MVD or a Third Party Company of the sale and surrender the plate(s) or request a refund.

## Plate Credit Records

### QVPLT PLATE CREDIT RECORD (Screen 1)

QVPLT has been expanded to two screens. A new message at the bottom of the initial plate credit screen is displayed when credit is available. The new processing fee (PRC) will be deducted from the available credit.

1	QVPLT	PLATE CREDIT DETAIL	12/13/2004 11:52:42
2	LIC 357MME PK 001	CURR VIN	SEQ
3	PLT STAT I INITIAL	ORIG VIN 1J4FY49S3VP504680	SEQ 07476226
4	B12008202 I JOHN,Q,PUBLIC	OR	REF PLATE EXP 02282005 MORE:*
5	B13100277 I JANE,ELLEN,PUBLIC		CR EFF
6			CR APPL
7			U/C APPL
8			SARWGTDTE
9			FNED
10			REFUND EFF
11			REG PERIOD 1 CO 07
12	S/C 81		RELINQUISH
13	COMMENTS		FLEET NO
14	FEE ORIG MNTH AVAIL REM UNAPP REFUND RACF TRAN DATE		
15	VL 96.86 12 16.14 2		DV309 MVSPL 12132004
16	CRF		
17	WGT		
18	MCF		
19	UTX		
20	TOT 96.86 16.14		
21	TRAN TEXT L 357MME		
22	CREDIT PLATE NUMBER FOUND - PRC FEE WILL BE DEDUCTED FROM AVAIL CREDIT		

1.	Plate number and plate key, the current vehicle identification number and sequence number. The current VIN is the vehicle the plate is on right now. There is no CURR VIN on the above screen as the plate is waiting in the initial status to be placed on a vehicle.
2.	Plate credits status, original vehicle identification number and sequence number. The ORIG VIN is the vehicle the plate was on before being spun off to a plate credit record.
3.	Plate expiration date is the date the registration expired on the vehicle that the plate came off of.
4.	Customer numbers, type, name, legal status, and credit effective date.
5.	Date the credit was applied to a new vehicle.
6.	Date any un-applied credit was applied.
7.	Seasonal agricultural weight expiration date.
8.	Fee notices expiration date. This is the date the special plate fee expires on a perm trailer.
9.	Refund indicator and EFF date (one month forward from the month of the refund request). If a refund has been requested a "Y" will be to the right of the REFUND field.
10.	Registration period and county code. The registration period shows how many registration periods were paid. One to 12 months will be indicated by a 1. Thirteen to 24 months will be indicated by a 2. <b>(CONTINUE ON NEXT PAGE)</b>

<b>11.</b>	Special plate relinquishment indicator. If the customer has relinquished a special plate, a "Y" will be to the right of this field.
<b>12.</b>	Status codes. Certain status codes come over from the original record or they can be placed in this field.
<b>13.</b>	Comments field. Comments can be added to this field using the tran MVPLT.
<b>14.</b>	<p>Fees, original, months, available, remaining, unapplied, refund, RACF, trans code, and date. Under this line are the columns for the credible fees.</p> <ul style="list-style-type: none"> <li>• ORIG is the original amount of each credible fee paid on the last registration.</li> <li>• MNTH is the number of months paid on the last registration.</li> <li>• AVAIL is amount of credible fees available on the date of querying the plate credit record.</li> <li>• UNAPP is the amount of credible fees available to be used on the next subsequent renewal.</li> </ul>
<b>15.</b>	Amounts for vehicle license tax.
<b>16.</b>	Amounts for commercial registration fees.
<b>17.</b>	Amounts for weight fees.
<b>18.</b>	Amounts for the motor carrier fees.
<b>19.</b>	Amount for use tax fees.
<b>20.</b>	Total of all creditable fees and total of available credit as of the current date. The total line should always be used when quoting fees to a customer.
<b>21.</b>	Credit Plate number found – PRC Fee will be deducted from avail credit message

## QVPLT INITIAL PLATE CREDIT RECORD (Screen 2)

The second page screen displays the following fields.

1	QVPLT	PLATE CREDIT REFUND	12/13/2004 11:53:51
2	LIC 357MME PK 001		
3	PLT STAT I INITIAL		
4	TRP IN PROGRESS		
5	REFUND INFORMATION		
6	MAILING ADDRESS		
7	SURR/AOD DATE		
8	BUSINESS DATE		
9	ARMANI OFFICE		
10	ARMANI BATCH		
11	TARGATS CLAIM		
12	TARGATS CHECKS		
	DEALER NUMBER		
	TRAN	TEXT L 357MME	

1.	Plate number and plate key
2.	Plate Status
3.	TRP In Progress
4.	Refund Information
5.	Mailing address
6.	SURR/AOD DATE (the date the plate is surrendered or an affidavit of destruction (AOD) has been submitted)
7.	Business Date
8.	ARMANI Office
9.	ARMANI Batch
10.	TARGATS Claims
11.	TARGATS Checks
12.	Dealer Number (if applicable)

## Plate Selection Screen

When the same plate has been used on more than one vehicle there will be multiple records for the same plate number. To review the records select either the **01** or **02** record then press **Enter** or **Ctrl**.

QVPLT	PLATE SELECTION SCREEN	07/13/2005 12:47:55
SELECTION FOR PLATE: LES230		
SEL VIN	STATUS	EXP DATE
01	HISTORY	07312006
02 1FTHX25LXFKA60050	INITIAL	07312006
IF LISTED SELECT CORRECT RECORD <b>02</b> NO MORE SELECTIONS EXIST		

## PERMIT RECORDS

**QVPER** - queries a 3- Day Restricted Use Permit that has been created.

To query a permit record, use the Tran QVPER with the VIN or permit number.

- If the permit number is used only the current permit will display
- If the VIN is used all permits issued to that vehicle will display

	<b>QVPER</b> ARIZONA DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE DIVISION RESTRICTED USE 3-DAY PERMIT REGISTRATION			
1.	PERMIT NUMBER: PA00001	MOVE FROM: NOWHERE TO SOMEWHERE		
2.	VIN: 1FAPP2094HW337015	VYR: 1987	VMA: FORD	VST: 2DHB
3.	PRIMARY PURPOSE: EMISSION TESTING			
4.	ISSUE DATE: 07212005	EXPIRATION DATE:	07242005	
5.	NAME: RANDALL, LEE, MILES			
6.	ADDRESS: 14408 N 20TH PL			
7.	CITY	PHOENIX	ST: AZ	
	ZIP: 85022			
8.	RETAIN THIS DOCUMENT IN YOUR VEHICLE			
	TRAN	TEXT L	PA00001	
	PERMIT	RECORD	FOUND	

1.	Permit number, where the permit is to be moved from.
2.	Vehicle identification number, year, make, and body style.
3.	Primary purpose will print from the initial screen.
4.	Date permit was issued, date permit will expire.
5.	Name of customer.
6.	Customer's street address
7.	Customer city, state and zip code.
8.	Statement, customer must retain the document in their vehicle.

## Permit Selection Screen

If more than one permit was issued to the same vehicle in a 12-month period using QVPER by the VIN will display the Permit Selection Screen. To review the records select either the **01** or **02** record then press **Enter** or **Ctrl**.

	QVPER	PERMIT SELECTION SCREEN	07/13/2005 12:56:36
1.	SELECTION FOR VIN: 1G2FS23T6NL222669		
2.	SEL PERMIT	OWNER	ISSUE DATE EXP DATE
3.	01 PM50770	JOHN,Q,PUBLIC	07062005 07112005
4.	02 PM18398	JANE,E,PUBLIC	06022005 06072005
	IF LISTED SELECT CORRECT RECORD NO MORE SELECTIONS EXIST		

1.	Selection for vehicle identification number
2.	Selection number, permit number, owner(s) name, date permit was issued, permits expiration date.
3..	Selection number, permit number, customers name, issue date, expiration date.
4..	Selection number, permit number, customers name, issue date, expiration date.



## Title And Registration MVR

### General Information

The difference between a DL MVR and a vehicle MVR is how to access the record by either license plate or VIN, then print an MVR.

### Instructions For Processing:

1. Enter: Tran **QVCPY** Text **V VIN** or **L Plate #**, press **Enter** or **Ctrl**.  
Or  
Enter: Tran \_\_\_\_\_ Text **V VIN** or **L Plate #** press **F6**
2. Print the screen (this will be your MVR), press **Enter** or **Ctrl** to return to the initial screen.

## QVCPY

**QVCPY** (or **F6** Key) is the transaction code used to print motor vehicle records (MVR's) on the Title & Registration database. Using either the vehicle identification number, or the license plate number can access records. To ensure that the correct record is found, it is recommended that the vehicle identification number access the record. The TRAN field is used to enter a transaction code. The TEXT field is used to enter license plate or vehicle identification numbers.

	ARIZONA MOTOR VEHICLE RECORD AS OF 09/30/2003		MAR0407
1.	600GVR -001 TAB 349833P CAT A VIN 1N4DL01D8YC196635	EXP JUL 31 2003	
2.	NISS 2000 4DSD VMO AGXE FLP 016340 GVW 000000 MFR AUG 2000 FUEL G OD 0022000		
3.	OWNER JOHN,Q,PUBLIC	OR	ACTUAL MILEAGE
	JANE,A,PUBLIC		
	M/ADR PO BOX 123	PRD	
4.	MESA	AZ 85202 CO 07	FNED
	S/ADR 123 E MAIN STREET		
	MESA	AZ 85202 CO 07	
5.	COMMENTS SOLD 092303 ABC DEALER 123 E MAIN ST PHX AZ R/093003		
6.	TITLE NO A7998AD263113 ST AZ DATE 09212001	FILM B263468M03	
	LIEN1 ARIZONA CENTRAL CREDIT UN	DT 08152001	L/S
7.	ADR PO BOX 255388	SACRAMENTO	CA 95865
	LIEN2 NONE	DT	L/S
	ADR		
	LIEN3 NONE	DT	L/S
8.	ADR		
	STATUS CODES:		
	20-OWNER NOTICE OF SALE 25-TTL&REG OWN,VEH RECORD		

1.	License plate, tab, category, vehicle identification number and plate expiration date.
2.	Make, year, model, factory list price, gross vehicle weight, month/year, fuel and odometer.
3.	Owner(s) names, legal status, mileage type (A,B,C)
4.	Mailing and street addresses
5.	Comments on record
6.	Current title number, date and film number.
7.	Lienholder 1 to 3
8.	Status codes with explanation.

**Note:** The vehicle domicile address will display on the MVR with QVCPY.

## Prior To Processing A Certified Title and Registration MVR:

### Instructions For Processing:

1. Enter: Tran **QVTRR** Text **V VIN** or **L Plate #** press **Enter** or **Ctrl**.
2. Print the screen (this will be your MVR) and press **Enter** or **Ctrl** to return to the initial screen.

1.	ARIZONA MOTOR VEHICLE RECORD AS OF 10/07/2003	MAR0306
2.	DDD101 -001 TAB T000000 CAT A VIN 2D19U8P535221	MAKE PONT
	1978 SD VMO FLP 004672 GVW 000000 MFR JAN 1978 EXP DEC 31 2004 FUEL G	
	PRD FNED	
3.	TITLE NO L3TK962640101 ST AZ DATE 09221996 FILM 6264T01524	OD 0078900 A
4.	OWNER MEL,,GIBSON AND PATTY,,GIBSON	
5.	M/ADR 101 HIGHWAY OF LOVE PHOENIX	AZ 85031 07
6.	V/ADR	
7.	COMMENTS 00	
8.	LIEN1	DATE L/S 69
	ADR	
	LIEN2	DATE L/S
	ADR	
	LIEN3	DATE
	ADR	
8.	STATUS CODES:	
	25-TTL&REG OWN,VEH RECO RD	
9.	THIS DOCUMENT IS A CERTIFIED DUPLICATE OF THE INFORMATION CONTAINED IN THE COMPUTER STORAGE DEVICES OF THE DEPARTMENT OF TRANSPORTATION, MOTOR VEHICLE DIVISION, IN ACCORDANCE WITH ARIZONA REVISED STATUTES SECTION 28-444.	

1.	License plate, tab, category, vehicle identification number and make.
2.	Year, model, factory list price, gross vehicle weight, month/year, plate expiration date, and fuel.
3.	Current title number, date, film number, odometer and mileage type (A, B,C).
4.	Owner(s) names and legal status.
5.	Mailing and vehicle domical address.
6.	Comments on record.
7.	Lienholder 1 to 3.
8.	Status codes with explanation.
9.	Electronic certification for MVR.

## QVREC

The QVREC function is used to print certified copy of the Title & Registration record, including prior title, fees, lien information and additional owners. The TRAN field is used to enter a transaction code. The TEXT field is used to enter the license plate or vehicle identification number.

### Prior To Processing A Title and Registration MVR with Fees:

#### Instructions For Processing:

1. Enter: Tran **QVREC** Text **V VIN** or **L Plate #** press **Enter** or **Ctrl**.
2. Print the screen (this will be your MVR) and press **Enter** or **Ctrl** to return to the initial screen.
  - If additional owners (more than two) are on the record press Page up before pressing Ctrl or Enter to get to the additional owners screen and print the screen.
  - Press **Enter** or **Ctrl** to complete the transaction.

## QVREC

1.	ARIZONA MOTOR VEHICLE RECORD AS OF 09/09/2003 SEQ 04489412
2.	K00011 -022 H889998 CAT G VIN BIGTRAILER
3.	BIGT TL 2003 MO/YFR MAR 2003 EXP PERMANENT
4.	VMO FLP 006900 GVW 010001 F N ODMR 0000000 CODE
5.	SC 25 81 36 AV 000250
6.	TC 66 50 PRD 03312003 FNED
7.	B/D 02142003 BCH 410M OF 1357 DCR 02142003 01 DPR 00000000 00
8.	E00030021 O B BUBBA TRUCKING COMPANY
9.	416 W LONE CACTUS RD PHOENIX AZ 85027 CO 07
10.	COMMENTS
11.	TTL NO 410M003045001 ST AZ DT 02142003 FILM D045410M01 OTC
12.	PR TTL MCO ST DT FILM ORIGINAL
13.	LIEN CUST NBR DT L/S PRIOR PLT

1.	Date of MVR and Sequence Number
2.	License plate, tab, category and vehicle identification number
3.	Make, body style, year, month/year, and expiration date.
4.	Model, factory list price, gross vehicle weight, fuel and odometer.
5.	Status codes
6.	Transaction codes and perm registration date.
7.	Batch date, batch number and office number.
8.	Owner(s) names and legal status
9.	Mailing and street addresses
10.	Comments on record
11.	Current title number, date and film number.
12.	Prior title number, date and film number.
13.	Lienholder 1 to 3

**Note:** A vehicle domicile address will display on the page up screen of QVREC.

## QVGFM

### General Information:

When there is an issue with an existing Arizona title and registration record, microfilm is available to verify information on the existing record or any prior record.

An issue may be the mileage is being questioned, the lien was entered wrong, a name was entered wrong, etc.

The Microfilm area, with a specific number, is able to bring up on the microfilm units machinery, the copies of all the documents used for a certain transaction.

### Instructions For Obtaining Microfilm:

Film number 5255S83324 will be used for this example.

1. Enter: Tran **QVREG** Text **V Vehicle Identification Number** press **Ctrl**.
2. Make a printout of the QVREG screen.
3. Enter: Tran **QVGFM** Text **F 5255S833** (In the Text field use the letter “F” (Film), one space, and the first eight digits of the most recent film number on the **Arizona** title record) and press **Ctrl**. The screen will display the Film number and a Box number if a film record exists. Write the Box number on the **QVREG** printout or make a screen print of **QVGFM**.

T/R SYSTEM		QVGFM - QUERY GENERIC FILM REFERENCE NUMBER	
FILM#		BOX#	
5255S833		101157037	
TRAN	TEXT F B278900H		

4. Call microfilm records (602) 712-7811. Make sure the film number and box number have been obtained.
5. The CSR on the phone will ask for the BOX NUMBER and ITEM NUMBER. The item number is the last two digits of the film number.
  - In this scenario the BOX# is 101157037In this scenario the ITEM# is 24 (the last two digits of the film number).

## QVMOH

### General Information

QVMOH is a transaction code used to query records on the Mobile Home database. Using the vehicle identification numbers accesses records. The Mobile Home database is separate from the Title & Registration database. Since Title & Registration is the main database, you must use QVMOH the first time to access the Mobile Home system.

```
09/09/03                MOBILE HOME SYSTEM
14:40:51

*** OPERATOR INSTRUCTIONS ***

ENTER CALL TEXT, SELECT TRANSACTION AND DEPRESS APPLICABLE PF KEY.
- OR -
ENTER CALL TEXT, DEPRESS TAB KEY, ENTER TRANSACTION THEN DEPRESS ENTER KEY.

PF1 =MHTAX  PF2 =QVMOH  PF3 =MHTRN
PF4 =MHCON  PF5 =QHDEL  PF6 =MHDEL
PF7 =EVMOH  PF8 =MHCOR  PF9 =MHTTL
PF10=MHSTC  PF11=STOP   PF24=MENU

TRAN QVMOH    TEXT V B234701A955
```

### Instructions For Processing Uncertified Mobile Home MVR:

Make sure you are the MH main menu screen.

1. Tran **QVMOH** Text **V VIN** press **Enter** or **Ctrl**.
2. Print the screen (this will be your MVR) and press **Enter** or **Ctrl**.

**Note:** To return to the Title and Registration menu in the Tran type in QVREG and then press Enter or Ctrl.

## QVMOH

	MOBILE HOME RECORD AS OF 07/13/2005									
1.	VIN	KBAZSN87141214		VMA	BILTMORE HOME		VYR	1987		
2.	MFR	KAUFMAN AND BROAD HOMES		FLP	025512	SIZE	1470	VST	MH	
3.	CUR TITLE	049M003253001	ST	AZ	PDT	09102003	FILM	D253049M01	OTC	IDT 09102003
	P/TITLE	MC156AD200283	ST	AZ	PDT	07192001	FILM	B200393M03	OTC	SEQ 00329766
	SC	67 81 27					TC	66 49 66 49 66	OEN	
4.	CUST#		TYPE	TRB	OWNER		L/S			
	B13349126		I	T	JOHN,E,PUBLIC			V		
5.	MADR	PO BOX 123					RACF	A8833	A8833	
6.	CITY	PHOENIX		ST	AZ	ZIP	85009	CO	07	BCH 049M OF 1387
	V/ADR	3211 W VAN BUREN SP 32								
	CITY	PHOENIX		ST	AZ	CO	07	PST		0.00
	COMMENT						DCR	01162004	00	PEN 0.00
							DPR	09102003	01	DOR 0.00
							B/D	09102003		TTL 7.00
7.								TOT		7.00
8.	LIEN CUST NBR		AMT		DT		L/S			
	MULTI-SECTION VINS									
	TRAN	TEXT S 00329766								

1. Vehicle identification number, vehicle make and year
2. Manufacturer, factory list price, size and body style
3. Current and previous title number, state, date and film number
4. Customer number(s), owner(s) and legal status
5. Mailing address
6. Location of mobile home
7. 1<sup>st</sup>. Lien holder information
8. Additional sections (double wides, etc)



## QHAOL

### General Information

The tran QHAOL is used to query the record for additional owners or liens. The base record can only hold a set amount of names and one lien. The additional owners and liens will be hidden on another screen.

QHAOL - NON FEE ACCOUNTING									
1.	VIN	KBAZSN87141214			VMA BILTMORE HOME		VST MH	VYR	1987
2.	2ND LIEN CUST NBR		AMT		DT		L/S		
3.	3ND LIEN CUST NBR		AMT		DT		L/S		
4.	CUST#	TYPE	TRB	OWNERS			L/S		
	B13349126	I	T	JOHN,E,PUBLIC					
5.	PRIOR OWNERS								
	HUGO,VICTOR,SOTO CASTILLO								
	TRAN	TEXT S 00329766							

1. Vehicle identification number, manufacturer, body style and year.
2. 2<sup>nd</sup> Lien holder information.
3. 3<sup>rd</sup> Lien holder information.
4. Customer number(s), type, TRB, owner(s) and legal status
5. Prior owners

### On a mobile home record:

From the MH main menu screen, complete these fields:

Tran **QHAOL** Text **V VIN**

Press **Enter** or **Ctrl**

QHAOL screen appears with additional information.

## QHDEL

### General Information

To query for delinquent taxes on a mobile home record there will be a status code 67 on the QVMOH record.

	QHDEL - NON FEE ACCOUNTING			
1.	VIN KBAZSN87141214	VMA BILTMORE HOME	VST MH VYR 1987	
2.	OWNERS JOHN,E,PUBLIC			
3.	DELINQUENCY INFORMATION			
4.	NAME	YEAR	CNTY	TAX ROLL NO
	JOHN,E,PUBLIC	2003	07	06931461
	TRAN TEXT S 00329766			

Tran **QHDEL** Text **V VIN** \_\_\_\_\_ press **Enter** or **Ctrl**.

1.	Vehicle identification number, make, body style and year
2.	Current owner(s)
3.	Delinquency Information
4.	Name, year taxes are delinquent, county code and tax roll number.

## QHREC

### General Information

The difference between Title and Registration records and Mobile Home records you must access them by the vehicle identification number, then print an MVR.

### Prior To Processing An Uncertified MVR:

#### Instructions For Processing:

1. Enter: Tran **QHREC** Text **V VIN** press **Enter** or **Ctrl**.
2. **Print the screen** (this will be your MVR) and press **Enter** or **Ctrl**.

**QHREC** is the transaction code used to print motor vehicle records (MVR's) on the Mobile Home database. Using the vehicle identification number to access the record.

## QHREC

ARIZONA MOBILE HOME RECORD AS OF 11/05/2003				SEQ 00373896	
VIN 13518636C		VMA SHADOWRIDGE		VYR 1997	
MFR REDMAN HOMES INC		FLP 030000 SIZE 1244 VST MH			
CURRENT TITLE TA7087B057004		ST AZ	DT 02261999	FILM 9057H71504 OTC	
PRIOR TITLE MCO		ST	DT	FILM ORIGINAL	
SC 77 27		TC 40 41 66 50			
OWNER		L/S		OWNER L/S	
ALEX,C(NONE),FIGUEROA					
MADR PO BOX 456		CITY GLENDALE		AZ ZIP 853030000 CO 07	
LADR 4502 W MISSOURI #12		CITY GLENDALE		AZ CO 07	
COMMENTS					
MULTI-SECT VINS 13518636A				13518636C	
1ST LIEN				DATE	
ADR		CITY	ST	ZIP	LS
2ND LIEN				DATE	
ADR		CITY	ST	ZIP	LS
3RD LIEN				DATE	
ADR		CITY	ST	ZIP	

## **QHMHR**

### **General Information**

The difference between Title and Registration records and Mobile Home records you must access them by the vehicle identification number, then print an MVR.

### **Prior To Processing A Certified MVR:**

#### **Instructions For Processing:**

1. Enter: Tran **QHMHR** Text **V VIN** press **Enter** or **Ctrl**.
2. **Print the screen** (this will be your MVR) and press **Enter** or **Ctrl**.

**QHMHR** is the transaction code used to print motor vehicle records (MVR's) on the Mobile Home database. Using the vehicle identification number to access the record.

## MHDEL

### General Information

This tran is use to delete delinquent taxes for each mobile home side and will automatically delete the status code 67.

### Prior to Deleting the Delinquent Mobile Home Tax Information:

- Query the record by the VIN with the tran QVMOH
- Verify this the correct record before deleting the delinquent taxes.

MHDEL - NON FEE ACCOUNTING			
UPDATE ALL SECTIONS?	SC 81 67 27 77	VYR 1970	
VIN S6920U	VMA STAR	VST MH SIZE 1260	
OWNERS NAME NEW FRONTIER MH SALES INC	TC 35 40 53 66 49		
DELINQUENCY INFORMATION			
NAME	YEAR	CNTY	TAX ROLL NO
JAMES R OR PATRICIA J FELLERS	1999	10	01026047
TRAN	TEXT V S6920U		
CURRENT TRAN MHDEL2	MHDEL		

### Instructions For Processing:

1. Tran **MHDEL** Text **V VIN** \_\_\_\_\_ press **Enter** or **Ctrl**.
2. In the **MHDEL** screen you will delete the name, year, county and tax roll number then press **Enter** or **Ctrl**.
2. Always **QVMOH** the record back to make sure the status code 67 has been deleted. Then **QHDEL** to double check to verify that the delinquent tax information has been deleted.

## MHTAX

### General Information

The tran **MHTAX** (or **F1** key) is used to enter new delinquent tax information and will automatically enter the status code 67 on the record.

#### Prior to Updating the Delinquent Mobile Home Tax Screen:

- Query the record by the VIN with the tran QVMOH
- Verify this the correct record before enter the new information.
- Enter the name of the person(s) who owe the taxes, year, county code and tax roll number.

MHTAX - NON FEE ACCOUNTING			
UPDATE ALL SECTIONS?	VMA GOLDEN WEST	VST MH FLP 008727 VYR 1974	
VIN S24116L	OWNER JOHN,,HENRY		
SIZE 1250 SC 28 81	TC 35 49 77		
DELINQUENCY INFORMATION			
NAME	YEAR	CNTY	TAX ROLL NO
JOHN OR JANE HENRY	2002	03	021233333
TRAN TEXT V S24116L			
CURR TRAN MHTAX2		MHTAX	

See County Code list

#### Instructions For Processing:

1. TRAN **MHTAX** (F1 key) TEXT **V VIN** \_\_\_\_\_ press **Enter** or **Ctrl**.
2. Always **QVMOH** the record back to make sure the status code 67 has been added. Then **QHDEL** to double check to verify that the delinquent tax information has been entered on the record

### County Code Listing

<b>County Code</b>	<b>County Name</b>
01	Apache (St. Johns)
02	Cochise (Sierra Vista)
03	Coconino (Flagstaff/Payson)
04	Gila (Globe)
05	Graham (Safford)
06	Greenlee (Clifton)
07	Maricopa (Phoenix, etc)
08	Mohave (Kingman)
09	Navajo (Holbrook)
10	Pima (Tucson)
11	Pinal (Casa Grande)
12	Santa Cruz (Nogales)
13	Yavapai (Prescott)
14	Yuma (Yuma)
15	La Paz (Parker)

## Prior to Updating the Delinquent Mobile Home Tax Screen on Double/Triple Wide:

If the mobile home is a double and/or triple wide the system will ask you if you want to update all sections. Just place a Y (for Yes) in the space and it will default to the other records to update.

- Query the record by the VIN with the tran QVMOH
- Verify this the correct record before enter the new information.
- Enter the name of the person(s) who owe the taxes, year, county code and tax roll number.
- Once you have entered the new information press the **Enter** or **Ctrl**.

Update all sections box

MHTAX - NON FEE ACCOUNTING			
UPDATE ALL SECTIONS?	<input checked="" type="checkbox"/>	VMA GOLDEN WEST	VST MH FLP 008727 VYR 1974
VIN S24116L		OWNER JOHN, ,HENRY	
SIZE 1250 SC 28 81		TC 35 49 77	
DELINQUENCY INFORMATION			
NAME	YEAR	CNTY	TAX ROLL NO
JOHN OR JANE HENRY	2002	03	021233333
TRAN TEXT V S24116L			
CURR TRAN MHTAX2		MHTAX	

- When updating the last side of the mobile home record change the indicator from "Y" to "N" (for No).
- Entered the required tax information press **Enter** or **Ctrl**.



MHTAX - NON FEE ACCOUNTING

UPDATE ALL SECTIONS? **N** VMA GOLDEN WEST VST MH FLP 008727 VYR 1974  
 VIN S24116M OWNER JOHN,,HENRY  
 SIZE 1250 SC 28 81 TC 35 48 35 49 77

DELINQUENCY INFORMATION

NAME	YEAR	CNTY	TAX ROLL NO
JOHN OR JANE HENRY	2002	03	02123333

TRAN TEXT S 00000502  
 CURR TRAN MHTAX2

Note record default to sequence number when you are updating all sections.

- Already QHDEL the records my VIN and make sure all new delinquent tax information was recorded.

QHDEL - NON FEE ACCOUNTING

ADDITIONAL MULTI-SECTIONS

VIN S24116L VMA GOLDEN WEST VST MH VYR 1974  
 OWNERS JOHN,,HENRY

DELINQUENCY INFORMATION

NAME	YEAR	CNTY	TAX ROLL NO
JOHN OR JANE HENRY	2002	03	02123333

TRAN TEXT V S24116L

## **TITLE & REGISTRATION OR MOBILE HOME QUERY AND MVR EXERCISE**

To practice on how to query and print MVR on the Title and Registration or Mobile Home databases use current work related records. Do not access your own records or that of a co-worker.

# ***Drivers/Customer***

## **ACCESSING DRIVERS/CUSTOMER RECORDS**

### **Learning Objectives**

- To know the different means to access a drivers/customer record.
- To know the different fields on the drivers/customer query screens.

### **Performance Objectives**

- To correctly access a drivers/customer record in order to perform different functions.
- To be able to interpret a drivers/customer record query screens.

## How The System Reads A Name

### General Information

The first step in any transaction on the customer database is to query (search for) the record by name and date of birth or by the business name. In order to query, you must first understand how the system reads a name. The tran QDSEE or QDSEEP (for agencies that have photo retrieval) is used to search for a record.

An **Individual name** (customer type **I**) will always have two commas in the body of the name. The system reads whatever comes after the second comma as the last name. The proper way to access any individual name would be by the first initial, two commas, last name and DOB (date of birth). The customer type field, if left blank, will default to **"I"**. If searching for an individual this field can be left blank.

The proper way to access an **Organization name** would be to type the entire name, with no commas, and the customer type (**O, E, T and G**), otherwise the field will automatically default to **"O"** and the correct customer may not be found. Organizations may already have a customer record and can use their Federal Identification Number or a computer-generated number.

TRANSACTION MDIN		SUCCESSFULLY COMPLETED	
TRAN	QDSEE	MDIN	HHMM
NAME	R, ,KELLY		
DOB	04101980		
CUSTOMER NUMBER			
CUSTOMER TYPE			
LAST NAME MATCH	'N' FOR NO		
PRIOR LICENSE SEARCH	'Y' FOR YES		
RESIDENCE ADDRESS			
CITY	ST	ZIP	CNTY CTRY

An individual is queried by first initial, 2 commas, last name and the DOB. The DOB field is entered as

This field can be left blank for an individual but must have an "O, E, T or G" for an organization, estate, trust or government record.

TRANSACTION MDIN		COMPLETED BY D050268		06/18/03 09:01:08	
TRAN		MDIN	HHMM	TRAN SUCCESSFULLY COMPLETE	
NAME	THE JANE WALTERS TRUST				
DOB					
CUSTOMER NUMBER					
CUSTOMER TYPE	T				
LAST NAME MATCH	'N' FOR NO				
PRIOR LICENSE SEARCH	'Y' FOR YES				
RESIDENCE ADDRESS					
CITY	ST	ZIP	CNTY	CTRY	

An organization, trust, estate or government is queried by the name alone (no commas) with

This field can be left blank for an individual but must have an "O, E, T or G" for an organization, estate, trust or government

There are other ways to enhance a search for a record besides the name and date of birth. If you get the message “no record found” and you know the customer has a record:

1. Try the search with just the first initial,,last name. Leave off the DOB.
2. The license number or social security number (if known) can used as a last resort. Enter the number in the CUSTOMER NUMBER field and press Enter or Ctrl. This field must be used alone and cannot be used in conjunction with any other information.
3. The LAST NAME MATCH field defaults to “Y” for YES. It will find an exact last name match as to what was typed in the NAME field. If you want to search for similar last names, then over ride the default by typing an “N” for NO in this field.
4. The PRIOR LICENSE SEARCH field defaults to “N” for NO because you want to search only the base record. If you need to search for a prior license number in the DM01 (history) segment then override the default by typing a “Y” for YES in this field.
5. The RESIDENCE ADDRESS, CITY, ST, CNTY & CTRY fields allow you to limit a name search to a certain address, city, zip code or county. This is very useful when the record is not found by the name and date of birth and you query by first initial,,last name without a DOB. If the last name is very common, a shopping list of hundreds of names might appear. By limiting the search to a certain city, for instance, the search will be cut dramatically. To use this feature, type all or part of a street address, a city, or a zip code in conjunction with the first initial,,last name. If the message “no record found” displays, there is probably not a customer record.

Examples of how you would query someone name:

Name: John Allan Smith, date of birth 12/1/50

NAME J,,Smith  
DOB 12011950

Name: Madonna, date of birth May 6, 1966

NAME ,,Madonna  
DOB 05061966

**Note:** You must enter the name of the person you are searching for in the NAME field for the address feature to work.

TRANSACTION										09/15/03		08:46:51	
TRAN										MDIN		HHMM	
NAME										1.			
DOB										2.			
CUSTOMER NUMBER										3.			
CUSTOMER TYPE													
LAST NAME MATCH										'N' FOR NO			
PRIOR LICENSE SEARCH										4.		'Y' FOR YES	
RESIDENCE ADDRESS										5.			
CITY										ST		ZIP	
										CNTY		CTRY	

1.	Name field
2.	Customer Number
3.	Last Name Match
4.	Prior License Search
5.	Residence Address

### Navigating The Drivers/Customer Database

When querying a record, if the record is found, the screen that appears is called the base record.

This segment can be either a license (DL or CDL) or a customer record (no class or type). It displays all the physicals of the customer, any licenses, status codes and all segments present on the record.

## QDSEE Screen

<b>QDSEE</b>		<b>W,,WINTERS</b>		05101945	
INDIVIDUAL CUSTOMER <b>1</b>				09/11/2003 13:32:04	
SEGS PRESENT: <b>2</b>		DM3			
		CRD	T&R	<b>3</b>	
NAME WALTER,,WINTERS <b>4</b>					
CUSTOMER NUMBER D00004469 S		CLS D	TPE O	RFD	EXP DATE 05102005 NL: 01
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
RESIDENCE ADDRESS 3456 W PARADISE DR		<b>11</b>	DOC DT 09252000 CD N		
CITY PHOENIX		ST AZ	ZIP 85024	CNTY 07	CTRY
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>		
SEX WGT HGT EY HR RESTR		MEDALT	ENDORSE	D.O.B.	ISSUE DT ISSUEID
M 180 600 BL BD A				05101945	05012001 DV309
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
CURR SOC SEC		CHANGE DATE	FILM REF	RECEIPT NO	USERID UPDT DT
010235566		09112003	00000000	AL0030303	DV309 09112003
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
STCODES: 31 63 98 (24)					
<b>28</b>	<b>29</b>	<b>30</b>			
ENTER SEGMENT WANTED OR 'NO':				AND DEPRESS ENTER KEY	
ENTER APPLICATION LICENSE TYPE FOR PDPS INQUIRY:				PF1 FOR IMAGE	

#	DESCRIPTION
1.	The customer type – Individual, trust, estate, organization, government.
2.	Any segments present.
3.	If T&R is in this field, this record is linked to a vehicle on the T&R database.
4.	Name record was created with.
5.	Customer number is the number used on a credential or T&R record. May be a computer generated or social security number.
6.	The class of license. If the field is blank the customer does not have a driver license.
7.	The type of license – original, duplicate, renewal, etc.
8.	Reason for duplicate. (Refer to reference section)
9.	The expiration date of the driver license.
10.	The name link. This has to do with what name is used on a title. Will have no bearing on anything you do.
11.	The residence address. The DOC DT is the date the address was entered or changed. The CD is what was used to enter or change the address. This field will have a P (phone), N (notice), A (application) or X (Service Arizona Internet) . New customer records will always have an “N”.
12.	City
13.	State and zip code
14.	County code
15.	Country code

**Continue on next page.**



## QDSEE Screen

<b>QDSEE</b>		<b>W, ,WINTERS</b>		05101945	
INDIVIDUAL CUSTOMER <b>1</b>				09/11/2003 13:32:04	
SEGS PRESENT: <b>2</b>		DM3			
		CRD	T&R	<b>3</b>	
NAME WALTER, ,WINTERS <b>4</b>					
CUSTOMER NUMBER D00004469 S		CLS D	TPE O	RFD	EXP DATE 05102005 NL: 01
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
RESIDENCE ADDRESS 3456 W PARADISE DR		<b>11</b>	DOC DT 09252000 CD N		
CITY PHOENIX		ST AZ	ZIP 85024	CNTY 07	CTRY
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>		
SEX WGT HGT EY HR RESTR		MEDALT	ENDORSE	D.O.B.	ISSUE DT ISSUEID
M 180 600 BL BD A				05101945	05012001 DV309
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
CURR SOC SEC	CHANGE DATE	FILM REF	RECEIPT NO	USERID	UPDT DT
010235566	09112003	00000000	AL0030303	DV309	09112003
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
STCODES: 31 63 98 (24)					
<b>28</b>	<b>29</b>	<b>30</b>			
ENTER SEGMENT WANTED OR 'NO':				AND DEPRESS ENTER KEY	
ENTER APPLICATION LICENSE TYPE FOR PDPS INQUIRY:				PF1 FOR IMAGE	

<b>16.</b>	The customer physicals and restrictions.
<b>17.</b>	Med alert –(Refer to reference section)
<b>18.</b>	This field is used for endorsements. (Refer to reference section)
<b>19.</b>	Date of Birth.
<b>20.</b>	The date the last driver license was issued
<b>21.</b>	The RACF of the last person to issue the driver license
<b>22.</b>	The social security number will be here on most records.
<b>23.</b>	The date the last change was made on the record
<b>24.</b>	Not used anymore. Was the film reference number.
<b>25.</b>	The receipt number of the last transaction. Took the place of the film reference number. The first two characters are the office that did the work.
<b>26.</b>	The user ID of the last person to perform any function on the record.
<b>27.</b>	The last date anything was updated.
<b>28.</b>	Any status codes associated with the record (Refer to MVD Chart Book).
<b>29.</b>	To go to another screen or perform another function, the switching code is entered n this field.
<b>30.</b>	F1 key to go to photo image web link (you must have access and use tran QDSEEP).

## Trans and Switching Codes

Once a record has been located, a switching code allows you to go from screen to screen within the same customer record without going back to the initial screen. It is a shortcut for a transaction code.

A switching code is used by typing the appropriate switching code in the ENTER SEGMENT WANTED field in the lower middle of the base record (segment) screen.

- The base record holds the basic information of a customer (name, address, class of license, expiration date of license, physicals, etc.).

You can also type the switching code in the lower left corner in the NEXT TRAN field of an open segment screen.

- The segment screen holds information distinct to that particular customer (citations, license history, suspensions, etc.)

Below is the list of trans, the switching code for that particular tran and the description (or what it is used for).

**Note:** Switching codes can only be used if you have access to the TRAN QDSEE. Example can only use the TRAN MDMVR to print an MVR you must use the Enter or F-Keys to access the screen.

TRAN NAME	SWITCHING CODE	F-KEY OR ENTER	DESCRIPTION
QDSEE	Q0		To query/read the base segment only.
MDMVR	V0 V1 V3	Enter F1 F3	39 month restricted MVR Court certified restricted MVR 5 Year certified restricted MVR
MDMVRN	Z0 Z1 Z3	Enter F1 F3	39 month non restricted MVR Court certified non restricted MVR 5 Year certified non restricted MVR

### EXAMPLE:

```
ENTER SEGMENT WANTED OR 'NO':  V0  AND DEPRESS ENTER KEY          PF1 FOR IMAGE
ENTER APPLICATION LICENSE TYPE FOR PDPS INQUIRY:
```

## General Information

Segments are used to hold information not found on the base record.

Typing the segment number in the “ENTER SEGMENT WANTED” field on the base record accesses the specific segment.

Transaction Codes (Trans) or switching codes are used to open a segment in order to query information.

Following are a list of the segments and their uses.

Segment #	Description	Definition
DM00	Base Segment	This segment can be either a license (DL or CDL) or a customer record. It displays all the physicals of the customer, any license, status codes and all segments present on the record.
DM01	Previous License Segment	This segment contains approx. 15 years of license and permit history. These are Arizona issues as well as out-of-state licenses that are surrendered at the time of an Arizona issuance.
DM02	Violation Segment	This segment contains information regarding adjudicated traffic violations and Administrative Per Se/Implied Consent affidavits, appeals, set-asides, dismissals, expungements and failures to pay or appear in court for traffic violations.
DM03	Comment Segment	This segment is used to record activity alerts, full legal name and miscellaneous information regarding Division actions. <b>Always open and read the DM3 when it displays on the record.</b>
DM04	Warrant Segment	This segment contains information on outstanding warrants issued by the Criminal Justice System. It is not all-inclusive.
DM05	Driver Improvement Segment	Recorded in this segment are mandatory and discretionary actions taken against a driver/identification license or privilege and their causes.
DM06	Traffic Survival School Segment	Recorded in this segment is the TSS attended, date of assignment and it's disposition: open, completed, failed to complete or voided.
DM07	Financial Responsibility / Mandatory Insurance	This segment provides both financial responsibility and mandatory insurance suspensions and case histories.

	Segment	
<b>DM08</b>	Financial Responsibility Proof Segment	This segment provides information regarding proof of financial responsibility filed with the Division in the form of an SR22, surety bonds and certificate of deposit. Also recorded in this segment are insurance cancellations.
<b>DM09</b>	Mailing Address Segment	Holds any mailing address such as a Post office box (can be used on the credential) or a street address (cannot be used on a credential).
<b>DM10</b>	Traffic Complaint Suspension Segment	Suspensions for AZ traffic violations which the defendant did not keep their court appearance date or failed to pay the fine.
<b>DM11</b>	<b>Permit/Identification License Segment</b>	Holds instruction permits and identification licenses.
<b>DM12</b>	CDLIS Out Of State Accident Violation Segment	Records out-of-state convictions which involved an accident while operating a commercial vehicle and the CDL was issued by another state. The licensee has changed their state-of-record to Arizona.
<b>DM13</b>	Cross Reference And AKA Names Segment	Automatic cross- reference names created by the name on the base record will automatically create the DM13 segment. An AKA can also be put directly into this segment. These names run with PDPS and CDLIS.
<b>DM14</b>	Nonresident Violator Compact Segment	Holds NRVC citations and suspensions for failure to pay out-of-state violations, which are classified as civil violations.
<b>DM15</b>	Dishonored Check	Created when a check received for services is returned for NSF.
<b>DM16</b>	Business Relationship Segment	If the record has a DM16 segment, it means this record is a branch. The DM16 segment will show the main office customer number, customer type, name and street address.
<b>DM17</b>	Policy Holder Segment	This segment will display the customer number of the customer who is providing insurance coverage for the organization customer being viewed.
<b>DM20</b>	Fee Segment	Records the fees collected by Armani. Will retain the fee history for 3 years.
<b>DM24</b>	Customer Characteristic	Contains information that is specific to the customer. Chart follows

# CUSTOMER CHARACTERISTICS CHART

CC ID	Customer Characteristic Description	Place the Characteristic:
002	Alien Status	To record specific details about documentation provided by the applicant as proof of authorized presence, including the type of document shown and when it will expire
005*	DL/ID Requires Correction	To identify DL/ID records that were issued in error or require correction
006*	Deceased	To identify records of deceased persons upon official notification of death received from the Arizona Department of Health Services (ADHS)
009	Undocumented Alien	To identify records created for pre-release images of undocumented aliens when indicated on the required form; or by the Office of Special Investigations (OSI) as the result of an investigation
011*	Peace Officer Confidentiality	To identify all records where personal and/or other identifiable information must be suppressed under direct court order filed with the Division
016*	School Bus Driver	To identify all drivers currently certified by the Arizona Department of Public Safety (DPS) for the operation of a school bus
017	Sex Offender	To identify the DL/ID records of all persons subject to registration as a "Sex Offender"
019*	Third Party Driver Services	To identify the records of Authorized Third Party Driver Services Providers in good standing with the Division's Competitive Government Partnerships (CGP) program
027	Military Personnel (DL)	To identify the records of active duty military personnel and indicate that, if expired, his/her DL is still valid until 6 months after military discharge
028*	TSA Hazmat Approved	To indicate the applicant has successfully completed the required Transportation Security Administration (TSA) Hazardous Materials Endorsement (HME) Threat Assessment and is <b>eligible</b> to apply for the HME
029*	TSA Hazmat Disapproved	To indicate the applicant has not successfully completed the required Transportation Security Administration (TSA) Hazardous Materials Endorsement (HME) Threat Assessment and is <b>not eligible</b> to apply for the HME
030	Resident / Permanent Alien	To record specific details, including the date of expiration, on a Permanent / Resident Alien Card (I-551) presented by the applicant as proof of authorized presence
031	Naturalized Citizen	To indicate that the customer has obtained his/her U.S. Certificate of Naturalization and proof of authorized presence will no longer be required. This completes the cycle when a previously entered "030 – Resident / Permanent Alien" characteristic exists
032	Supplemental Security Income (SSI)	To document that the customer is a current recipient of SSI and has presented the required documentation
033*	Traditional Third Party Processor	To identify the records of Authorized Third Party Processors in good standing with the Division's Competitive Government Partnerships (CGP) program
035*	12-Year Photo Update Required	To document that the customer is required to update the digital image on his/her license before the Effective Date or all driver license issuance and/or reinstatement services will stop

### Example of records with DM segments:

```
QDSEE      A,,SEGMENTS                                B00008801 00000001
INDIVIDUAL CUSTOMER                                09/11/2003 14:51:10
SEGS PRESENT: DM1 DM2 DM3 DM4 DM5 DM6 DM7 DM8 DM9  DM10 DM11 DM12 DM13 DM14
                                CRD
NAME ALI,,SEGMENTS
CUSTOMER NUMBER B00008801 V  CLS B  TPE O   RFD      EXP DATE 01011996      NL: 01

RESIDENCE ADDRESS 111 CENTRAL                        DOC DT 01051990 CD N
CITY PHOENIX                                ST AZ  ZIP 85001      CNTY 07  CTRY

SEX WGT HGT EY HR RESTR      MEDALT  ENDORSE  D.O.B.   ISSUE DT ISSUEID
F  140 508 BL BR A          1A      PH      01011960  01251992 MV109

CURR SOC SEC                CHANGE DATE  FILM REF  RECEIPT NO USERID   UPDT DT
999123456                   04131999    00000000  AL064349  MV109    04131999

STCODES: 07 08 09 10 13 15 16 21 26 27 30 31 33 50 62 63 65 66 67 70 71 93
          94

ENTER SEGMENT WANTED OR 'NO':    AND DEPRESS ENTER KEY      PF1 FOR IMAGE
ENTER APPLICATION LICENSE TYPE FOR PDPS INQUIRY:
```

## DM01 - PREVIOUS LICENSE SEGMENT

This segment contains approximately 15 years of license and permit history. These are Arizona issued as well as out-of-state licenses that are surrendered at the time of an Arizona issuance. The highlighted area from 1 to 14 is one line of data entry information.

1		2		3		4		5		6		7		8	
PREVIOUS LICENSE NO.		ST		ISSUE DT		EXPIRE DT		CLS		TYP		ENDORSE		RESTR	
19381918 CDL A		CA		03201990		01011994									
B00008801		AZ		08111990		02111991		M		O				P	
B00008801		AZ		01201990		07201990		A		O				P	
B00008801		AZ		08111990		02111991		M		O				P	
B00008801		AZ		02051990		01011994		I		O				N	
B00008801		AZ		04041996		NONE		I		O				N	

  

9		10		11		12		13		14	
FILM REF NO		RECEIPT NO		CDL		PDPS STATUS CODES		USERID		UPDATE DT	
				UNK				CONVERT		09111998	
00000000		AL101121		NO				CONVERT		09111998	
00000000		AL064507		YES				CONVERT		09111998	
00000000		AL101121		NO				CONVERT		09111998	
00000000		AL070748		NO				CONVERT		09111998	
00000000		AL112857		NO				CONVERT		09111998	

ENTER SEGMENT WANTED OR 'NO':      AND DEPRESS ENTER KEY

1.	Previous license, permit or identification card number
2.	State of issuance
3.	Date of issuance
4.	Expiration date
5.	Class of permit, license or identification card
6.	Type of license, permit, or identification card
7.	Endorsements commercial permits only
8.	Restrictions imposed by the division
9.	Microfilm reference number
10.	Receipt number
11.	CDL - y(yes), n(no), u(unknown)
12.	PDPS status codes
13.	Last User ID
14.	Update date

## DM02 - VIOLATION SEGMENT

This segment contains information regarding adjudicated. Traffic violations and Administrative Per Se/Implied Consent affidavits, appeals, set-asides, dismissals, expungements and failures to pay or appear in court for traffic violations. The highlighted area from 1 to 38 is just one citation.

QDSEE A,,SEGMENTS										B00008801 00000001																					
SEGMENT NAME DM002										CONVICTION SEGMENT 09/11/2003																					
1		2		3		4		5		6		14:58:23																			
COMPLAINT NUMBER		SEQ		VIOLATION CODE		VIOL.DTE		CONV.DTE		DISP CD / DATE																					
B33871		1		28-701		03051991		04021991		21 04021991																					
C338737		1		28-411		04021991		05021993		55 05021993																					
B2228178		1		28-702		05301991		00000000		56 06101993																					
7		8		9		10		11		12		13		14		15		16		17		18		19		20					
SENT		COI		COI-EXT		ACC		BAC		DRUG		CMV		HZM		CSV		PAS		VEH		LSP		ASP		FINE					
						FATAL																55		90		425.00					
						NO																55		58							
						NO																55		85							
21		22		23		24		25		26		27		28		29		30		31											
SCH		PTS		CV.ST		COURT		DSP		AGENCY		COURT		DOCKET NUMBER		OSV		DRI		CTYP		OFF		REF		ACD					
		3		07		0751				C		T91-33819				O		MUN		UNKNOWN		S94									
		0		02		0245				C		T91-118187				O		MUN		UNKNOWN											
		0		08		0845				C		T91-1838				O		MAG		UNKNOWN		S94									
32		33		34		35		36		37		38																			
LIC.PLT		VEH.MAKE		ST.REG		OFFENSE		LOCATOR		ORIG.DTE		USERID		UPDT.DTE																	
IMBAD		CADIL		AZ		000000000000		B33871		03261992		CONVERT		09111998																	
IMBAD		CADIL		AZ		000000000000		C338737		03261992		CONVERT		09111998																	
IMBAD		CADIL		AZ		000000000000		B2228178		03261992		CONVERT		09111998																	
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY																															

1.	Complaint number/ Seq. Number	20.	Fine assessed
2.	Violation code	21.	Court required alcohol classes and treatment
3.	Violation date	22.	Points assessed
4.	Conviction date	23.	Convicting state/country
5.	Disposition code	24.	Court code
6.	Disposition date	25.	Disposition code
7.	Sentencing authority	26.	Citing agency
8.	Court ordered interlock	27.	Court docket number
9..	Court ordered interlock extension	28.	Out-of-state violation
10.	Accident	29.	Court type
11.	BAC for dui related violations	30.	Offense reference (CDLIS)
12.	Drug related violation	31.	ACD field for CDLIS
13.	Commercial violation	32.	License plate number
14.	Hazardous material violation	33.	Vehicle make
15.	Controlled substance viol.	34.	State of registration
16.	Passenger (CDL) violation	35.	Offense locator for CD;OS
17.	Vehicle (Juvenile violations)	36.	Origin date (Date of entry)
18.	Lawful speed	37.	Last User ID
19.	Approximate speed	38.	Last update date



## DM03 - COMMENT SEGMENT

This segment is used to record activity alerts (status code 31), specific comments for various departments regarding Division actions.

QDSEE	ALI,,SEGMENTS	B00008801	00000001
SEGMENT NAME	DM003	COMMENT SEGMENT	09/11/2003
<b>1</b>	<b>2</b>	<b>3</b>	15:10:13
SEGCD	ENTRY DT	C O M M E N T S	
199	07301997	PDPS INQ ALI,,SEGMENTS	01011960
<b>6</b>	09112003	REFER TO OSI CS #12345 (602)712-0000	
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
EXPIRE DATE	OFFICE	USERID	UPDATE DT
07302009		CONVERT	09111998
08312007	AL	DV309	09112003
ENTER SEGMENT WANTED OR 'NO':      AND DEPRESS ENTER KEY			

1.	Comment identifier code	5.	Office of comment entry
2.	Date of entry	6.	Last User ID
3.	Comment field	7.	Last update date
4.	Date comment will expire		

## COMMENT IDENTIFIER INFORMATION EXAMPLES

006	General comments
010	Used by abandoned vehicle
013	Code restrictions for operating a motor vehicle with "O" for other and explained in comments. These comments display for law enforcement.
028	OSI Comments
036	Canceled license to another state. (Display for law enforcement.)
051	NSF Cancellation letter sent
052	NSF Fee paid comment
069	Driver License Withdrawal Acknowledgment Program
071	Driver Improvement/Medical Review Program
075	Driver Improvement supporting documents
085	National Driver Register activity
088	Financial Responsibility comments
092	Film number for driver record history
098	MVD changed license number from SSN to computer-generated number
110	Traffic Complaint Suspension supporting documents
130	Commercial Driver Notices for Convictions
199	PDPS - Problem Driver Pointer System comments

## DM04 - WARRANT SEGMENT

Status Code 10 tells you there is a warrant segment. This segment is used to hold warrants for outstanding criminal traffic citations. This segment occurs due to the entry of a citation in the DM2 that contains a certain criminal disposition code (56). The highlighted area from 1 to 9 is just one warrant.

QDSEE	ALI, , SEGMENTS	B00008801 00000001		
		09/11/2003		
SEGMENT NAME	DM004	WARRANT SEGMENT	15:13:54	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
WARRANT NO.	WARRANT DATE	ENTRY DATE	AGENCY HOLDING WARRANT	
T93-13821	07201993	08241993	0701	
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
COMPLAINT NUMBER	VIOLATION DT	VIOLATION CODE	USERID	UPDATE DT
309234	06011993	28-701	CONVERT	09111998
ENTER SEGMENT WANTED OR 'NO':      AND DEPRESS ENTER KEY				

1.	Number assigned by court
2.	Date warrant issued
3.	Date entered on system
4.	Court code of agency holding warrant
5.	Complaint number of citation
6.	Violation date
7.	Violation code per statute
8.	Last User ID
9.	Last update date

## DM05 - DRIVER IMPROVEMENT SEGMENT

This segment contains mandatory and discretionary actions taken against a driver/identification license or privilege and their causes. The highlighted area from 1 to 19 is just Driver Improvement action.

QDSEE      ALI , , SEGMENTS      B00008801 00000001									
09/11/2003									
SEGMENT NAME DM005      DRIVER IMPROVEMENT SEGMENT 15:16:15									
1	2	3	4	5	6	7	8	9	10
DOCKET	EFF FROM	DISP	EFF TO	IL	SR22	REAS	NOTIFICATION	ACTION	ACD
NUMBER	DATE	CODE	DATE	MM	REQ	CODE	STATUS	STATUS	CODE
CN4002	02221993	AP	03241993		NO	057	S 02071993	V 05241993	W20
CN4003	03241993	L	05231993		NO	058	N 10021992	V 05241993	
F54321	03241993	S	06251993		NO	010	M 03051993	C 08151993	W20
F54321	03251992	R	03251993		YES	032	M 03051993	C 08151993	W20
F54321	04221993	Q	06221993		NO	0A2	M 04021993	C 08151993	W20
FC3121	08101993	T	00000000		NO	009	M 07201993	C 07291993	
11	12	13	14	15	16	17	18	19	
ST	EXTENT	REASON	LOCATION	DETAIL	ELIG	RECEIPT	USERID	UPDT	DTE
CODE	REFERENCE			CODE	IND				
AZ	ALL	CN4002	CN4002	390			CONVERT	09111998	
AZ	ALL	CN4003	CN4003	710			CONVERT	09111998	
AZ	ALL	F54321	F54321	350			CONVERT	09111998	
AZ	ALL	F54321	F54321	110			CONVERT	09111998	
AZ	CMV ONLY	F54321	F54321	610			CONVERT	09111998	
AZ	ALL	FC3121	FC3121	710			CONVERT	09111998	

ENTER SEGMENT WANTED OR 'NO':      AND DEPRESS ENTER KEY

1.	Individual file number (see following page)
2.	Effective from date (beginning date of action)
3.	Disposition code (see following page)
4.	Effective to date (ending or eligibility date)
5.	IL mm = interlock and months required
6.	Sr22 requirement (yes or no)
7.	Reason code for action (see following pages)
8.	Notification status and date (see following page)
9.	Action status and date (see following page)
10.	Aamv/anet code directory
11.	St (CDLIS)
12.	Extent code (CDLIS)
13.	Reason reference (CDLIS)
14.	Location (CDLIS)
15.	Detail code (CDLIS)
16.	Elig ind
17.	Receipt number
18.	Last User ID
19.	Last update date

### DOCKET NUMBERS (DM05)

Most docket numbers are system generated, unless manually entered.

AA####	System assigned docket number	ICS00	Temporary docket number for Implied Consent Suspension (permanent number generates following Tuesday).
A#####	Assigned docket number		
CANC01	Request for cancellation	MRP	Medical Review Program
CRTRV	Court-ordered revocation	MFY	Future Medical Review Action
CS00	Court-ordered suspension	NONE	Temporary docket entered by field stations
CR00 0001CA	Court-ordered restriction Driver history for CDLS	APS00	Temporary docket number for Admin Per Se Suspension (permanent number generates following Monday)

### DISPO CODES (DM05)

This field explains what type of action is being used.

AE	Admin Per Se Suspension Extended	PD	Prohibited from obtaining a DL, IP, ID
AP	Admin Per Se Suspension	PI	Prohibited from obtaining an ID
C	Cancellation	Q	CDL Disqualification
D	Denial	QE	CDL Disqualification Extended
DI	Prohibited from obtaining a DL	R	Revocation
FX	Future Re-Exam	RE	Revocation Extended
I	Implied Consent Suspension	RS	Revocation Status
IE	Implied Consent Suspension Extended	RX	Re-examination Scheduled
IL	Interlock Device	S	Suspension
JC	Juvenile Court Suspension	SE	Suspension Extended
L	Detailed Restricted Permit	SI	ID Suspension
M	Medical	T	Traffic Survival School notification letter
MR	Privileges Revoked (CDL only)	W	Warning Letter
MS	Privileges Suspended (CDL only)		

### NOTIFICATION STATUS (DM05)

Explains how the customer was notified of the action. This field contains a letter followed by the date of notification.

A	Acknowledged	N	Not Applicable
M	Mailed	S	Served by office

### ACTION STATUS (DM05)

Explains where the action stands at this time. If there are all zeros, then the action has not been completed. Otherwise, you will have a letter followed by a date.

A	Amended (can overlay)	R	Rehearing scheduled
B	Hearing requested	S	Summary review
C	Action completed	T	Terminate
D	Duplicate license required	U	Upheld (can overlay)
E	Expunged	V	Voided
G	Okay to apply after investigation	W	Hearing waived
H	Hearing	X	Rescinded
O	Stay order	Z -D	Due process stopped due to dismissal or not guilty
P	Appeal		
Q	Rehearing requested		

**REASON CODES** contact EDS at (602) 712-7235 to obtain a current copy of all the reason codes from the online POLARIS Chart Book.

## DM06 - TRAFFIC SURVIVAL SCHOOL SEGMENT

This segment is used to record Traffic Survival School (TSS) information. It contains the TSS Locator Code, the assignment date, the expiration date, the referring agency, and whether the assignment was completed, failed to complete or voided.

QDSEE		A,,SEGMENTS		B00008801 00000001	
				10/02/2003	
SEGMENT NAME DM006		TSS SCHOOL SEGMENT		10:33:15	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>				
TSS LOC	CD	ASSIGN DT	EXPIRE DT	DISP DATE	DISP CD
REFER	AGCY	ERN	FILM REF		
B07001		10021993	02021994	11021993	10
					D
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>		
COM	FILM REF	USERID	UPDATE DT		
		CONVERT	09111998		
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY					

1.	School locator code
2.	Date assigned to school
3.	Expiration date of assignment
4.	Date of disposition (completion, incomplete, or void)
5.	Disposition code (completion, incomplete, or void)
6.	Referring agency d = mvd c = court
7.	Ern film information for tss dept. only
8.	Film reference number
9.	Com
10.	Film reference number
11.	Last User ID
12.	Last update date

## DM07 - FINANCIAL RESPONSIBILITY /MANDATORY INSURANCE SEGMENT

This segment contains both financial responsibility and mandatory insurance suspensions and case histories. The highlighted area from 1 to 11 is just Financial Responsibility/Mandatory Insurance action.

QDSEE     A, ,SEGMENTS		B00008801 00000001			
		10/02/2003			
SEGMENT NAME DM007		FIN.RESP.SUSPENSION SEGMENT 10:37:05			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
F/R CASE NUMBER	SUSP DATE	ACC/VIOLO DTE	ITEMS SUSP	JDMT	SATISFIED DT
99001219	06101991	06211990	DL LIC & REG		00000000
MI13012555	01041993	10241992	REGISTRATION		00000000
MI00123564A	06141993	02121993	DL LIC & REG		00000000
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	
REINST.DATE	RECEIPT	MI MRN	USERID	UPDATE DT	
00000000			CONVERT	09111998	
00000000			CONVERT	09111998	
00000000			CONVERT	09111998	
ENTER SEGMENT WANTED OR 'NO':     AND DEPRESS ENTER KEY					

1.	Financial responsibility/mandatory insurance case number
2.	Suspension date
3.	Accident date or violation date
4.	Items suspended
5.	Judgment indicator
6.	Judgment satisfied date
7.	Reinstatement date
8.	Receipt number
9.	MI MRN (film reference number)
10.	Last User ID
11.	Last update date

## DM08 - FINANCIAL RESPONSIBILITY PROOF SEGMENT

This segment contains information regarding proof of financial responsibility filed with the Division in the form of SR22's, surety bonds, and certificates of deposit. Also recorded in this segment are insurance cancellations. The highlighted area from 1 to 10 is one line of data entry. .

QDSEE		A, , SEGMENTS		B00008801 00000001	
				09/15/2003	
SEGMENT NAME DM008		FIN.RESP.PROOF SR22		SEGMENT 13:32:55	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		
SR22 DATE	INSURANCE CO NAME	POLICY NUMBER	EFF DATE		
07112002	0442 SAFEWAY	ABA18191	05021993		
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
CHG DATE	SR26.DATE	SR26.ENT	SR22.IND	USERID	UPDATE DT
00000000	05301993	00000000	2	CONVERT	09111998
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY					

1.	SR22 (date certificate was issued - date in lower left of form)
2.	ADOT code and Insurance company name
3.	Policy number
4.	Effective from date
5.	Change date (today's date)
6.	SR26 date - cancellation date of certification
7.	Date SR26 entered
8.	SR22 indicator
	1 - DM7 requirement 2 - DM5 requirement 3 - Both DM7 and DM5 segment requirement 4 - None 5 - Liability case
9.	Last User ID
10.	Last update date



## DM09 - MAILING ADDRESS SEGMENT

This segment contains the mailing address or the Post Office Box, including prior mailing and residence addresses.

QDSEE	A,,SEGMENTS	00000001
		07/13/2005
SEGMENT NAME DM009	MAIL ADDRESSES	13:09:08
TYPE: MAILING EXP DATE: NONE		
ADDRESS: P O BOX 123		
CITY: PHOENIX	ST: AZ ZIP: 85009	CNTY: 07 CTRY:
	DOC CODE: N USERID: DV309	UPDT DT: 07132005
TYPE: PRIOR MAILING EXP DATE: NONE		
ADDRESS: POB 4033		
CITY: SCOTTSDALE	ST: AZ ZIP: 85260	CNTY: 00 CTRY:
	DOC CODE: N USERID: CONVERT	UPDT DT: 05021991
TYPE: PRIOR RESIDENCE EXP DATE: NONE		
ADDRESS: 111 CENTRAL		
CITY: PHOENIX	ST: AZ ZIP: 85001	CNTY: 07 CTRY:
	DOC CODE: N USERID: A2984	UPDT DT: 01051990
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY		

1.	Mailing address
2.	City
3.	State
4.	Zip code
5.	County code
6.	Country code (3 characters)
7.	The mailing address. The DOC DT is the date the address was entered or changed. The CD is what was used to enter or change the address. This field will have a P (phone), N (notice), A (application) or X (Service Arizona Internet) . New customer records will always have an "N".
8.	Last User ID
9.	Last update date

**Note:** The system will maintain prior residence and mailing address in the DM09 segment. For internal and court use only.

## DM10 - TRAFFIC COMPLAINT SUSPENSION SEGMENT

This segment contains AZ traffic violations when the defendant did not keep their court appearance date or failed to pay the fine on time. The highlighted area from 1 to 13 is just one traffic complaint suspension.

QDSEE		ALI, ,SEGMENTS		01011960		09/15/2003 14:08:45	
SEGMENT NAME DM010				SUSPENSION SEGMENT			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			
SUSPENSION DATE	COMPLAINT NUMBER	SEQ	COURT	IDENTIFICATION			
09281992	C338737	1	0245	55			
10071992	B2228178	1	0845				
<b>6</b>	<b>7</b>	<b>8</b>					
VIOLATION CODE	NOTIFICATION STATUS	FILM REFERENCE NUMBER					
28-411	M 08241993	912140009					
28-702	M 08011993	912140010					
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>			
CRT SATISFY RCVD	REINSTATE DT	REINSTATE RECEIPT NO	USERID	UPDATE DT			
00000000	00000000	00000000	CONVERT	09111998			
00000000	00000000	00000000	CONVERT	09111998			
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY							

1.	Suspension date
2.	Complaint number/seq. number
3.	Sequence number
4.	Court code
5.	Disposition code 55, 59, 59m, 70 and/or tape when applicable
6.	Violation code
7.	Notification status (date notified of suspension)
8.	Microfilm reference number
9.	Court satisfy received date
10.	Reinstatement date (date reinstatement fee paid)
11.	Reinstatement receipt number when applicable
12.	Last User ID
13.	Last update date

## DM11 - PERMIT/IDENTIFICATION LICENSE SEGMENT

This segment contains instruction permits and identification licenses issued. The highlighted area from 1 to 11 is just one line of data entry.

QDSEE		ALI,,SEGMENTS				01011960	
							09/15/2003
							15:07:09
SEGMENT	NAME	DM011	ADDITIONAL PERMITS/LICENSE		SEGMENT		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
CLASS	TYPE	ENDORSE	ISSUE DATE	EXPIRE DATE	RESTR	STATUS	
M	O		02051991	08051991	P		
I	O		02051990	01011994	N		
<b>8</b>	<b>9</b>		<b>10</b>	<b>11</b>			
RECEIPT NO	FILM REF NO		USERID	UPDATE DATE			
AL124405	00000000		CONVERT	09111998			
AL070748	00000000		CONVERT	09111998			
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY							

1.	Class of Permit/ID
2.	Type of Permit/ID
3.	Endorsements on commercial permits
4.	Date of issue
5.	Expiration date
6.	Restrictions on permits
7.	Status of permit/id (c = canceled)
8.	Receipt number
9.	Microfilm reference number
10.	Last User ID.
11.	Last update date

The Motorcycle Permit will always be on a line by itself because the Classes A,B,C and D permits cannot be endorsed with the MC.

## DM12 - CDLIS OUT OF STATE ACCIDENT VIOLATION SEGMENT

This segment contains out-of-state convictions which involved an accident while operating a commercial vehicle and the CDL was issued by another state. The licensee has changed their state-of-record to AZ.

QDSEE	ALI, ,SEGMENTS	01011960	09/15/2003				
SEGMENT NAME	DM012	ACCIDENTS ON FILE	SEGMENT 15:15:33				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
JURISDICTION	ACC DATE	SEVERITY	CMV	HZM	ACCIDENT LOCATION	USERID	UPDATE DT
CA	12101991	1	1	2	TEI383838383	CONVERT	09111998
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY							

1.	State that reported or recorded the accident
2.	Date the accident occurred
3.	Overall accident severity (see below)
4.	Whether or not the accident occurred while operating a commercial motor vehicle (see below)
5.	Whether or not the accident occurred in a commercial motor vehicle requiring placards for hazardous materials (see below)
6.	Location (case number) where accident data is stored
7.	Last User ID.
8.	Last update date

### #3 SEVERITY TABLE

- 1 = Fatal accident
- 2 = Incapacitating injury accident
- 3 = Non-incapacitating evident injury accident
- 4 = Possible injury accident
- 5 = Non-injury accident
- 9 = Unknown

### #4 COMMERCIAL MOTOR VEHICLE OFFENSE TABLE

- 1 = Yes
- 2 = No
- 3 = Unknown

### #5 HAZARDOUS MATERIAL OFFENSE

- 1 = Yes
- 2 = No
- 3 - Known

## DM13 - CROSS REFERENCE AND AKA NAMES SEGMENT

Automated cross-referenced names created by the name on the base record will automatically create the DM13 segment. An AKA can also be put directly into this segment. These names run will PDPS and CDLIS.

QDSEE	ALI , , SEGMENTS	01011960	09/15/2003		
SEGMENT NAME DM013	ALIASES (AKA) SEGMENT	15:18:26			
<b>1</b>	<b>2</b>				
ALIAS NAME LINK - NAME					
02 - BARNEY , , FIFE					
<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
D.O.B.	SOC.SEC.NO.	STATE	LICENSE NUMBER	USERID	UPDATE DT
02101973	654164545	CA	5645646544444444	MV109	10102000
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY					

1.	AKA/cross reference names
2.	Date of birth
3.	Social security number
4.	State reporting aka/cross reference
5.	License number
6.	Last User ID.
7.	Last update date

## DM14 - NONRESIDENT VIOLATOR COMPACT SEGMENT

This segment holds NRVC citations and suspensions for failure to pay out-of-state violations, which are classified as civil violations. The high lighted area from 1 to 26 is just one line of the data entry.

QDSEE A,,SEGMENTS										B00008801 00000001									
										10/02/2003									
SEGMENT NAME DM014										NONRESIDENT VIOLATOR COMPACT									
1										2									
3										4									
STATE COMPLAINT #										DM2 COMPLAINT #									
CR567754										NRVC000001									
SEQ										VIOLATION CODE									
1										28-701A									
VIOLDATE										01011993									
5										6									
7										8									
9										10									
11										12 13 14 15									
DSP										DATE									
SUSPDATE										ACTCD/DATE									
REINSTD										T									
RECEIPT										FINE									
CMV										HAZ									
ACC										FILM NBR									
54										01011993									
04111993										00000000									
00000000										0055.00									
00000000										00000000									
16										17									
18										19									
NAME OF COURT										MAILING ADDRESS									
BIG CITY COURT										151030 E. COWBOY BLVD									
NOTIFY DT										00000000									
20										21									
22										23 24 25 26									
CITY										ST ZIP									
TELEPHONE										LSP ASP USERID									
UPDTE DT										09111998									
DALLAS										TX 87234-1901									
489 543-2455										CONVERT									
ENTER SEGMENT WANTED OR 'NO':										AND DEPRESS ENTER KEY									

1.	Out of State Complaint number	14.	Accident indicator
2.	DM2 complaint number/seq. number	15.	Film reference number
3.	Arizona Revised Statute (generic)	16.	Name of court reporting suspension
4.	Date on which violation occurred	17.	Mailing address of court
5.	Disposition code	18.	Notification date
6.	Disposition date	19.	City of court
7.	Date of suspension	20.	State
8.	Action/code date	21.	Zip
9.	Reinstatement date	22.	Telephone number of court
10.	Receipt number	23.	Lawful speed
11.	Total fines & cost due	24.	Approximate speed
12.	Commercial Motor Vehicle indicator	25.	Last User ID
13.	Hazardous Materials indicator	26.	Last update date

## DM15 – DISHONORED CHECK SEGMENT

QDSEE						119033665 00824940
						05/26/2005
SEGMENT NAME DM015						11:44:05
DISHONORED CHECK SEGMENT						
1	2	3	4	5	6	
REFERENCE #	CHECK #	CHECK DTE	AMOUNT	DCK USER	DCK PHASE	
2111121591	8153	07132004	78.07	FR110	DCK CLOSED	
7		8	9	10		
DCK REASON		DCK FEE	DM5 DOCKET	COMMENT		
ACCOUNT CLOSED		25.00	WLU00094	PLT/547LKH		
11	12	13	14	15		
CHK WRITER	CHK WRITER SEQ	ORIG DT	USERID	UPDTE DT		
YES		07292004	A7809	08112004		
ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY						

1.	Reference number assigned by MVD
2.	Check number of the NSF check
3.	Date the NSF check was written
4.	Amount of the NSF check
5.	RACD (User ID) of the CSR that performed the transaction the NSF was used to pay for
6.	Status of the record
7.	Reason for the DCK status
8.	Fee due MVD for the NSF
9.	Docket number for the NSF that displays in the DM5
10.	Will display the driver license number or vehicle plate number associated with the transaction the check was used to pay for
11.	Was the check writer the name on the transaction – yes or no
12.	If #11 is no – the check writers customer sequence number
13.	Date of the transaction the NSF check was used to pay for
14.	USER ID of last person to perform a function in the DM15
15.	Date last function was performed in the DM15

## DM20 - ARMANI FEE HISTORY SEGMENT

This segment holds fees collected by ARMANI (Automated Revenue Management and Inventory Project). The fees will be retained for a period of 3 years. **This is for MVD internal auditing use only.**

QDSEE	ALI, , SEGMENTS		01011960						
SEGMENT NAME: DM020				CUSTOMER FEES SEGMENT				10/02/2003 13:00:51	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
TRAN	DATE	SESS#	RACF	OFFICE	BTCH#	CLASS	TYPE	RECEIPT	
	ACCT#	DESCRIPTION				AMT PAID	SVC-DELIVERED		
MDUOM	10022003	00001	DV309	1356	351M	I	O		
	0884	CLASS I, 00-64, ORIGINAL				12.00			
MDFEE	10022003	00001	DV309	1356	351M	B	O	AL13000	
	0882	FR VEHICLE REG SUSPENSION				25.00	YES		
ENTER SEGMENT WANTED OR 'NO':      AND DEPRESS ENTER KEY									

1.	The tran code used to collect the fees
2.	Date of fee collection, Acct # is the bucket where the fees are transferred to
3.	Description of transaction
4.	Session number
5.	RACD (User ID)
6.	Office Location Code
7.	Batch number, Amount paid
8.	Class of License
9.	Type of License SVC (service) delivered Yes = License Issued, Blank = No license issued, Waived = Fees paid, no license was issued. Used when customer is under suspension and opts to keep old license. Voided = transaction was voided, Refunded = fees were refunded
10.	Receipt Number



## DM24 – CUSTOMER CHARACTERISTICS

QDSEE	D,P,S	05945587
SEGMENT NAME: DM024 - CUSTOMER CHARACTERISTICS		05/26/2005
<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	09:18:16	
CODE	EFF DATE	END DATE
002	02012005	02102006
DESCRIPTION		
ALIEN STATUS		
<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	
INS CLS	FX2	CTRY NA
DOC#	IOHJO;IOIH	FORM HJKGGUI
ISSUE DT	02012005	
<b>10</b>	SUPPLEMENTAL DOC#	FORM <b>11</b>
ISSUE DT	<b>12</b>	
COMMENT	<b>13</b>	
NO EXEMPTIONS APPLIED		
<b>14</b>	<b>15</b>	<b>16</b>
LAST UPDATE: 02012005 USERID: A2675 OFFICE: N/A		
033	11012004	12319999
TRADITIONAL 3RD PRTY PROCESSOR		
INS CLS	CTRY	DOC#
FORM	ISSUE DT	
SUPPLEMENTAL DOC#	FORM	ISSUE DT
COMMENT		
NO EXEMPTIONS APPLIED		
LAST UPDATE: 01262005 USERID: NP005 OFFICE: 9001		
INS CLS	CTRY	DOC#
FORM	ISSUE DT	
SUPPLEMENTAL DOC#	FORM	ISSUE DT
COMMENT		

ENTER SEGMENT WANTED OR 'NO': AND DEPRESS ENTER KEY

#	FIELD	DESCRIPTION
1.	CUSTOMER CHARACTERISTIC CODE	Characteristic code that is applicable to the applicant
2.	EFFECTIVE DATE	Defaults to today's date – can be backed dated
3.	END DATE	The date presented documents expire
4.	DESCRIPTION	A description of the Customer Characteristic
5.	INS CLASS	INS Classification Code from passport or I-94 if applicable
6.	CTRY	Country where foreign passport was issued if applicable
7.	DOC #	Documentation number
8.	FORM	Name of form presented (i.e. I-94, I-20, etc)
9.	ISSUE DATE	Date document was issued
10.	SUPPLEMENTAL DOC #	Any additional documentation that may be needed
11.	FORM	Name of supplemental form
12.	ISSUE DATE	Date supplemental documentation was issued
13.	COMMENT	A comment can be added – If no comment has been placed, and the characteristic does not meet an T&R exemption, comment will automatic default to No Exemptions Applied
14.	LAST UPDATE	Date of last update
15.	USERID	User ID number that placed the characteristic code on record.
16.	OFFICE	Office where Customer Characteristic was generated.

## **MOTOR VEHICLE RECORDS (MVR'S)**

### **Learning Objectives**

- To know the two different types of Driver License MVR's available to the customer.
- To know the different time frames available for a Driver License MVR and the switching codes or F-keys used to print them.
- To know the information contained on a certified and uncertified Driver License MVR.

### **Performance Objectives**

- To correctly print a 39-month restricted or non-restricted Driver License MVR.
- To correctly print a 5-year certified restricted or non-restricted Driver License MVR.
- To correctly print a 10-year court certified restricted or non-restricted Driver License MVR.

## DRIVER LICENSE MVR

### General Information

An MVR is a Motor Vehicle Record. It shows the name, address, previous and current license numbers, citations, any suspensions or revocations. This section will teach you how to issue an MVR.

There are two types of Driver License MVR's:

- Non-restricted – Contains personal information such as social security number, photograph and medical information.
- Restricted – Contains limited personal information such as name, address, and driver license number, but does not contain social security number, photograph or medical information.

<u>RESTRICTED MVR</u>	<u>SWITCHING CODE</u>	<u>F-KEY OR ENTER</u>	
39-month uncertified	V0	Enter	Enter or Ctrl
5-year certified	V3	F1	Enter or Ctrl
10-year court certified	V1	F3	Enter or Ctrl
<u>NON RESTRICTED MVR</u>	<u>SWITCHING CODE</u>	Enter	
39-month uncertified	Z0	F1	Enter or Ctrl
5-year certified	Z3	F3	Enter or Ctrl
10-year court certified	Z1		Enter or Ctrl

**Prior To Processing A 39-Month Driver License MVR:**  
(From the QDSEE screen)

**Instructions For Processing:**

1. Enter: Name **First initial,,last name** DOB **MMDDYYYY** press **Enter** or **Ctrl**. This will display the base record (QDSEE or QDSEEP).
2. Type either a **“VO”** or **“ZO”** in the ENTER SEGMENT WANTED field and press **Enter** or **Ctrl**. This will either issue a Restricted (V0) or Non-Restricted (Z0) MVR.
3. **Screen-print all pages.**
  - Press the **Page Up** key to go to the next page and print each additional page. Continue until all pages have been printed.

**Note:** If you have a problem with your page up key check with your internal computer expert about re-mapping the keyboard.

QDSEE	G,,TACO	D00002050	04000207
INDIVIDUAL CUSTOMER		10/09/2003	07:40:08
SEGS PRESENT:	DM1 DM2 DM3 DM5		
NAME	GINGER,,TACO		
CUSTOMER NUMBER	D00002050 V	CLS D TPE O RFD	EXP DATE 08012029 NL: 02
RESIDENCE ADDRESS	101 E CASA	DOC DT 01132003 CD N	
CITY TUCSON	ST AZ ZIP 85706	CNTY 10 CTRY	
SEX WGT HGT EY HR RESTR	MEDALT ENDORSE D.O.B.	ISSUE DT ISSUEID	
F 130 506 BR BR N	08011969	01011999 TA306	
CURR SOC SEC	CHANGE DATE	FILM REF	RECEIPT NO USERID UPDT DT
527394810	01132003	00000000	ZZ104619 PM035 01132003
STCODES:	02 04 27 29 31 62 63		
ENTER SEGMENT WANTED OR 'NO': <b>V0</b> AND DEPRESS ENTER KEY PF1 FOR IMAGE			
ENTER APPLICATION LICENSE TYPE FOR PDPS INQUIRY:			

Switching code to print MVR.

**Prior To Processing A 5-Year Certified Driver License MVR:**  
(From the QDSEE screen)

**Instructions For Processing:**

1. Enter: Name **First initial,,last name** DOB **MMDDYYYY** press **Enter** or **Ctrl**. This will display the base record (QDSEE or QDSEEP).
2. Type either a “**V3**” or “**Z3**” in the ENTER SEGMENT WANTED field and press **Enter** or **Ctrl**. This will either issue a Restricted (V3) or Non-Restricted (Z3) MVR.
3. **Screen-print all pages.**
  - Press the **Page Up** key to go to the next page and print each additional page. Continue until all pages have been printed.

**Note:** If you have a problem with your page up key check with your internal computer expert about re-mapping the keyboard.

**Prior To Processing A 10-Year Court Certified Driver License MVR:**  
(From the QDSEE screen)

**Instructions For Processing:**

1. Enter: Name **First initial,,last name** DOB **MMDDYYYY** press **Enter** or **Ctrl**. This will display the base record (QDSEE or QDSEEP).
2. Type either a “**V1**” or “**Z1**” in the ENTER SEGMENT WANTED field and press **Enter** or **Ctrl**. This will either issue a Restricted (V1) or Non-Restricted (Z1) MVR.
3. **Screen-print all pages.**
  - Press the **Page Up** key to go to the next page and print each additional page. Continue until all pages have been printed.

**Note:** If you have a problem with your page up key check with your internal computer expert about re-mapping the keyboard.

**Prior To processing A 39-Month Driver License MVR**  
(From the MDMVR or MDMVRN screen)

**Instructions For Processing:**

1. Enter from the initial screen in the TRAN field **MDMVR**
2. Enter: Name **First initial,,last name** DOB **MMDDYYYY** press **Enter** or **Ctrl**.
3. **Screen-print all pages.**
  - Press the **Page Up** key to go to the next page and print each additional page. Continue until all the pages have been printed.

**Note:** If you have a problem with your page up key check with your internal computer expert about re-mapping the keyboard.

TRANSACTION		BY		02/09/04	10:40:16
TRAN	MDMVR	MDIN	HHMM		
NAME	G,,TACO				
DOB	08011969				
CUSTOMER NUMBER					
CUSTOMER TYPE					
LAST NAME MATCH		'N' FOR NO			
PRIOR LICENSE SEARCH		'Y' FOR YES			
RESIDENCE ADDRESS					
CITY		ST	ZIP	CNTY	CTRY

**Prior To processing A 5-Year Certified Driver License MVR**  
(From the MDMVR or MDMVRN screen)

**Instructions For Processing:**

1. Enter from the initial screen in the TRAN field MDMVR
2. Enter: Name First initial,,last name DOB MMDDYYYY press **F3 Key**.
3. **Screen-print all pages.**
  - Press the **Page Up** key to go to the next page and print each additional page.
  - Continue until all the pages have been printed.

**Note:** If you have a problem with your page up key check with your internal computer expert about re-mapping the keyboard.

**Prior To processing A 10-Year Court Certified Driver License MVR**  
(From the MDMVR or MDMVRN screen)

**Instructions For Processing:**

1. Enter from the initial screen in the TRAN field MDMVR
2. Enter: Name First initial,,last name DOB MMDDYYYY press **F1 Key**.
3. **Screen-print all pages.**
  - Press the **Page Up** key to go to the next page and print each additional page.
  - Continue until all the pages have been printed.

**Note:** If you have a problem with your page up key check with your internal computer expert about re-mapping the keyboard.

## HOW TO READ THE MVR SCREEN

### Page 1 of 4

```
ARIZONA NON-RESTRICTED   FOR PAST 39 MONTHS   AS OF 10/18/02   D050275
MOTOR VEHICLE RECORD           (1) RECORD SECTION 01 OF 04
NAME                           (2) CLS      DOB      CUSTOMER#
JERRY,E,LOCUST                A 03031954  D00009112
EXP DATE  ISS DATE            WGT EY HGT HR SEX
03312014  03101999            190 BR 510 BR  M
STREET                          CITY              ST ZIP  CTRY
104 LAKESIDE DR                GILBERT                    AZ 85233
MAILING ADDRESS (3)  CITY      ST ZIP  CTRY
POB 4033                      GILBERT                    AZ 85233
RESTRICTIONS:  NONE (4)

ENDORSEMENTS:  HAZARDOUS MATERIALS (5)

IDENTIFICATION NUMBERS AND/OR PERMITS (6)
CLS: ID LIC.  ISS DTE: 04102000  EXP DTE: NONE  STATUS:
LICENSE NO: D00009112

(7)
ST EXPIRES  PREVIOUS LICENSE      ST EXPIRES  PREVIOUS LICENSE
CA 03312005  N43282999 CL A

(8)
----->  STAT CODE  SUSPENSION
----->  STAT CODE  REVOCATION
```

### DEFINITIONS

- (1) Record Section:** When referring to a specific location on the MVR, it helps to refer to the “record section page 1 of 7” or “2 of 7” etc.
- (2) License Class:** Refer to Reference Section
- (3) Mailing Address:** This is the address in which all mailings will be mailed if noted, otherwise, the street address will be the mailing address.
- (4) Restrictions:** Refer to Reference Section
- (5) Endorsements:** Such as motorcycle and for commercial licenses bus, Doubles/triples, hazardous material, tanker
- (6) Identification Licenses and/or Permits:**  
This section will only show when a separate entry is made for ID's or permits. Generally, there is no expiration date on an identification license unless it is set for authorized presence.
- (7) Additional and previous License Numbers:**  
Displays what is in the DM01 (history file).
- (8) Status Codes** Reflect the state of the record as of the print date found in the upper right hand corner of Section 1.



MVR FOR PAST 39 MONTHS OF JERRY E LOCUST RECORD SECTION 02 OF 04

(8)

```

-----> STAT CODE MANDATORY INSURANCE SUSPENSION
-----> STAT CODE SUSPENSION - MVD ACTION REQUIRED
-----> STAT CODE SUSPENSION - COURT ACTION REQUIRED
-----> STAT CODE COURT DIRECTED ALCOHOL CLASSES
-----> STAT CODE REINSTATEMENT FEE DUE - FR/MI ACTION
-----> STAT CODE REINSTATEMENT FEE DUE
-----> STAT CODE IGNITION INTERLOCK DEVICE REQUIRED
-----> STAT CODE $20 REINSTATEMENT FEE DUE - REVOCATION
  
```

(9)

```

ACT DATE VIOL CODE      D E S C R I P T I O N
04102000 28-4135A  MOTOR VEHICLE FINANCIAL RESPONSIBILITY REQUIREMENT
                        PLEA OF GUILTY OR RESPONSIBLE; SENTENCE IMPOSED
                        LOC: MARICOPA FINE: 0.00 CRT: 0745
                        PLT#: POINTS AZ PONTI
06102000 FR ACTION  LICENSE SUSPENDED - 13005072
10042000 28-701    SPECIAL RESTRICTIONS (SPEED R&P)
                        FAILURE TO PAY CIVIL SANCTION
                        LOC: MARICOPA FINE: 0.00 CRT: 0745 LSP/ASP 40/070
                        PLT#: POINTS AZ PONTI
12102000 28-1381  DUI OF LIQUOR, DRUGS OR VAPORS OR COMBINATION
                        JUDGEMENT OF GUILTY OR RESP.; SENTENCE IMPOSED
                        LOC: MARICOPA FINE: 0.00 CRT: 0741
  
```

(9) History of moving violations: A complete violation history of those actions that has not been dismissed, expunged, or set-aside.

ACT DATE: Activity Date will be:

- The violation date of the traffic citation.
- The date a driver improvement action begins (effective from date)
- DI ACTION is suspension, revocation, cancellation or disqualification from a violation or other action that mandates suspension, revocation, cancellation or disqualification.
- CS ACTION is traffic complaint (civil sanction) suspensions that have not been satisfied.
- FR ACTION are judgments and court ordered suspensions for no proof of insurance.

DESCRIPTION:

ARIZONA REVISED STATUTE ACTIONS

- 1<sup>st</sup> line: Title of Statute.
- 2<sup>nd</sup> line: Type of disposition (If sentence imposed date of conviction.
- 3<sup>rd</sup> line: Name of County, Fine amount, Court ID or Name, and speeds if applicable.
- 4<sup>th</sup> line: Court docket number and if available vehicle plate number, state registered, and vehicle make.

## DRIVER IMPROVEMENT ACTIONS "DI ACTIONS"

- 1<sup>ST</sup> line: Type of Driver Improvement action title.
- 2<sup>ND</sup> line: Internal MVD docket number, effective to date of action, and if action is completed.
- 3<sup>RD</sup> line: Notification status – mailed, served, not applicable, Date of service or mailing.

## CIVIL SANCTION ACTION:

If court satisfied, but not Motor Vehicle Division satisfied:

- 1<sup>ST</sup> line: Suspension satisfied, court satisfied date, and citation number .
- 2<sup>ND</sup> line: Notification status, which is always mailed (Date Mailed).

If non-court satisfied and Motor Vehicle Division not satisfied:

- 1<sup>ST</sup> line: License suspended, and citation number.
- 2<sup>ND</sup> line: Notification status, which is always mailed (Date Mailed).

## FINANCIAL RESPONSIBILITY ACTION:

- 1<sup>ST</sup> line: License suspended, vehicle suspended or license and/or registration(s) suspended, Motor Vehicle Division internal docket number.

**Note:** The effective date of suspension is the ACT DATE. If Financial Responsibility action is on Moving Violation Record then the action is not completed.

## TRAFFIC SURVIVAL SCHOOL:

- 1<sup>ST</sup> line: TSS completed, permit number of authorized school. Disposition date is the date TSS was completed.

## NOTES:

- After August 14, 1996, a person may not be issued a driver license and identification license concurrently.
- **RESTRICTIONS:** Refers to Intrastate Operation, Instruction permit and Medical impairments such as corrective lenses, daylight hours, automatic transmission, etc.
- **ENDORSEMENTS:** Refers to Motorcycles, added to a Class A, B, C, D or G license and all Commercial Drivers License that require a special endorsement for operating bus/school, doubles/triples, hazardous material and tank vehicle.
- **SERVICE OF NOTICE:** Arizona Revised Statute 28-3318 requires the department to provide notice to a person possessing a driver license, or an unlicensed driver of the following: A suspension, revocation, cancellation, or disqualification. Service of this mailing is complete upon mailing.
- **NOTICE OF ADDRESS CHANGE:** Arizona Revised Statute 28-448 requires a person to notify the department of any address or name change within ten days.

MVR FOR PAST 39 MONTHS OF JERRY,E,LOCUST                      RECORD SECTION 03 OF 04

(9)

ACT DATE VIOL CODE	D E S C R I P T I O N		
01102001 28-1382A	EXTREME DUI		
	JUDGEMENT OF GUILTY OR RESP.; SENTENCE IMPOSED		
	LOC: MARICOPA	FINE: 0.00 CRT: 0741	
	AAC REQ	PLT#: POINTS	AZ PONTI
01102001 DI ACTION	SUSPENSION		
	CS001	EFF INDEFINITE	
	NOTIFICATION STATUS: MAILED		12312001
01302001 DI ACTION	TSS ASSIGNMENT		12302001
	AB7477	ACTION COMPLETED	
	NOTIFICATION STATUS: MAILED		01152001
02052001 DI ACTION	REVOCATION		
	X0022	EFF INDEFINITE	
	NOTIFICATION STATUS: MAILED		01212001
02092001 DI ACTION	CERTIFIED IGNITION INTERLOCK DEVICE		
	CIID001		
	NOTIFICATION STATUS: NOT APPLICABLE		10172002
02102001 DI ACTION	DETAILED RESTRICTIONS - UNKNOWN		
	CS002	EFF TO 04102001	
	NOTIFICATION STATUS: NOT APPLICABLE		01302001
09102002 28-701	SPECIAL RESTRICTIONS (SPEED R&P)		

MVR FOR PAST 39 MONTHS OF JERRY,E,LOCUST		RECORD SECTION 04 OF 04
(9)		
ACT DATE VIOL CODE	D E S C R I P T I O N	
	NONRESIDENT VIOLATOR - FAILURE TO COMPLY	
	LOC: TX	FINE: 110.00 CRT: NATX
10222002 CS ACTION	LICENSE SUSPENDED - 000000000000C38755	
	NOTIFICATION STATUS: UNKNOWN	
* * * * * END OF RECORD * * * * *		

# Reference Section

## DRIVER LICENSE CLASSES

<b>D</b>	<ul style="list-style-type: none"> <li>• Single vehicle</li> <li>• GVWR is 26,000 lbs or less.</li> <li>• Can tow a trailer not in excess of 10,000 lbs, but the combined rating of the vehicle and trailer must not exceed 26,000 lbs.</li> <li>• 18 years of age and older</li> </ul>
<b>G</b>	<ul style="list-style-type: none"> <li>• Single vehicle</li> <li>• GVWR is 26,000 lbs or less.</li> <li>• Can tow vehicle not in excess of 10,000 lbs. but the combined rating of the vehicle and trailer must not exceed 26,000 lbs.</li> <li>• At least 16 years of age but less than 18.</li> <li>• The juvenile must hold an instruction permit for 5 months before being allowed to apply for a driver license. The instruction permit must be valid at the time of application for a driver license. If the instruction permit is expired, a new permit must be purchased before applying for a driver license. The 5-month holding period does not start over.</li> <li>• If the juvenile has an out of state driver license, the instruction permit requirement is waived.</li> <li>• If the juvenile has an out of state instruction permit, they will still be required to take the Arizona written test, purchase an Arizona instruction permit and carry it for 5 months before being allowed to apply for a driver license.</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• A motorcycle, motor driven cycle or pedal bicycle with a helper motor.</li> <li>• A customer with a class M license cannot drive a car.</li> </ul>
<b>I</b>	<ul style="list-style-type: none"> <li>• Identification license for proof of ID, not a license to drive.</li> <li>• An Applicant with a current Identification license may not have a driver's license unless the ID is canceled first.</li> </ul>

### Endorsement used on class D or G License.

<b>M</b>	<ul style="list-style-type: none"> <li>• A motorcycle, motor driven cycle or pedal bicycle with helper motor.</li> </ul>
----------	--

The following are the three classes for the Commercial Driver License, better known as a CDL.

CLASS	DESCRIPTION
<b>A</b>	<ul style="list-style-type: none"> <li>Combination vehicles (two pieces)</li> <li>GVWR of 26,001 lbs or more.</li> <li>Vehicle being towed is rated at 10,001lbs.</li> </ul> May also operate B, C, and D category vehicles.
<b>B</b>	<ul style="list-style-type: none"> <li>Single vehicle</li> <li>GVWR of 26,001 lbs. or more</li> <li>Can tow a trailer not in excess of 10,000 lbs.</li> </ul> May also operate C and D category vehicles.
<b>C</b>	<ul style="list-style-type: none"> <li>Single vehicle</li> <li>GVWR is 26,000 lbs or less.</li> <li>Can tow a trailer not in excess of 10,000 lbs, but combined rating of the vehicle and trailer must not exceed 26,000 lbs.</li> <li>Requires P (Passenger-16 or more including driver or a school bus holding 10 or more passengers) or H (Hazardous materials) endorsement.</li> </ul> May also operate D license category vehicles.

### Endorsements used on a CDL Permit or License

<b>H</b>	Hazardous Materials	Required on a Class A, B & C license or permit, when operating a vehicle carrying hazardous materials in quantities, which require placarding of the transport vehicle.
<b>N</b>	Tank Vehicle	Required on a Class A, B & C license or permit when operating a tank vehicle with a GVW of 26,000 lbs. or any size tank vehicle carrying hazardous materials in quantities that require placarding of the transport vehicle.
<b>P</b>	Bus / School Bus	Required on a Class A, B & C license or permit when operating any vehicle designed to carry 16 or more passengers, including the operator.
<b>S</b>	School Bus	Required on a Class A, B & C license or permit when operating a school bus designed to carry 16 or more passengers, including the operator. Operator must hold a P endorsement to have a school bus endorsement.
<b>T</b>	Double / Triple Trailers	Can only be applied to Class A. Used on license or permit when towing double or triple trailers. Triple trailers in Arizona are restricted to travel on Interstate 15 only.
<b>X</b>	Tank Vehicle Carrying Hazardous Materials	Required on a Class A, B & C license or permit, when operating a tank vehicle carrying hazardous materials in quantities that requires placarding of the transport vehicle.

## TYPES OF LICENSES

### License Types

After the class of license has been chosen, the “type” will determine the fees to be charged.

#### **O = Original Applicants For Classes G, D, & M.**

- Has never been licensed.
- Has an out of state license.
- Going to a higher classification of license (D to C, C to A, etc.).
- A first time or expired instruction permit.

#### **O = Original Applicant For An ID.**

- No prior ID or one that is expired or canceled.

T = Temporary Applicant with a Suspended Current Driver License

- Arizona licensee applying for a 180 day **Identification license** when the driver license record is suspended.
- Arizona licensee applying for a 180-day **hardship class D, G, or M** license when the driver license record is suspended. This is usually caused by a PDPS hit on an out of state license. **DO NOT offer to the customer.** Supervisor will be the only one to initiate this type of license. Must be approved by the Directors office.

#### **E = Applicant For Endorsement To A Class G or D License.**

- Endorsement added to a driver license or CDL permit to allow the additional operation of certain types of vehicles and/or the transporting of hazardous materials.

#### **R = Renewal Applicant For Class G, D & M**

- Arizona licensee applying for the same class license. (expired or current – Class A, B, or C can only be expired less than one year).
- Downgrade in class of license that is current or expired (A to D, B to C, etc.).

#### **R = Renewal Applicant For Identification License**

- Applicant has a current valid ID



**D = Applicant For Duplicate (Same Photo) G, D, M, & I**

- Arizona licensee replacing a valid license, permit or ID.
- Used when photo is retrievable and the customer wants the **same photo** (customer's choice).
- Changing the license number to a new system generated license number.

**U = Applicant For Duplicate (New Photo) G, D, M, & I**

- Arizona licensee replacing a valid license, permit or ID
- **New photo** must be taken.
- Changing the license number to a new system generated license number.

**W = Re-app Fee For G, D, & M**

- Application after a revocation, denial, suspension or cancellation.

**F = Applicant For Foreign Non Resident G, D, & M**

- Used for any credential when the customer is using foreign documents to prove authorized presence. May or may not have a Social Security Number.

**FO** Foreign Original  
**FE** Foreign Endorsement  
**FU** Foreign Update  
**FW** Foreign Re-app

**FR** Foreign Renewal  
**FT** Foreign 180 Day Temporary  
**FD** Foreign Duplicate  
**FM** Foreign Duplicate by Mail

## EXPIRATION DATES

Expiration dates on the database will display as month, day, century, and year, e.g., 03132008.

LICENSE	EXPIRES
Extended - D, G & M - Identification CDL - A, B, C	65 <sup>TH</sup> Birthday. None. 5 years
Medical	As indicated by MRP.
Limited due to Authorized Presence (ID or D/L)	Expiration is determined by the documents indicating the length of their stay.
5 Year Limited for Refugees, parolees and asylum status	5 years from date of issue.
5 Year Limited for O/S students and family members.	Computer will figure.
5 Year Limited for any person whom the Director determines is eligible	Computer will figure.
Sex Offender (ID or D/L)	1 year from the date of issue.
INSTRUCTION PERMIT	EXPIRES
Class D & G	One year from date of issue
Class A, B, C & M	Six months from date of issue
Restricted Class G	End of current school year

### **MEDIC ALERT CODES**

<b>1A</b>	Diabetics/Insulin Dependent	<b>6G</b>	Contact Lenses
<b>1B</b>	Diabetic/Non-Insulin Dependent	<b>6H</b>	Hearing Aid
<b>2A</b>	Heart Problem/High Blood Pressure	<b>7A</b>	Allergic Reaction/Narcotics
<b>2B</b>	Heart Problem/Pace Maker	<b>7B</b>	Allergic Reaction/Aspirin
<b>2C</b>	Heart Problem/Angina (Heart Pain)	<b>7C</b>	Allergic Reaction/Antibiotics
<b>3A</b>	Cerebral Disorder/Epilepsy	<b>7D</b>	Allergic Reaction/Tetanus Anti-toxic
<b>3B</b>	Cerebral Disorder/Narcolepsy	<b>7E</b>	Allergic Reaction/Sulfa Drugs
<b>3C</b>	Cerebral Disorder/Parkinson' Disease	<b>8A</b>	Paralyzed Left Side
<b>4</b>	Hard Of Hearing	<b>8B</b>	Paralyzed Right Side
<b>5A</b>	Respiratory Ailment/Asthma	<b>8C</b>	Paralyzed Legs
<b>5B</b>	Respiratory Ailment/Emphysema	<b>8D</b>	Paralyzed Speech Impairment
		<b>9</b>	See Medical Card

### **EYE COLOR CODES**

<b>BK</b>	BLACK	<b>GR</b>	GREEN
<b>BL</b>	BLUE	<b>GY</b>	GRAY
<b>DX</b>	DICHROMATIC **	<b>BR</b>	BROWN
<b>HZ</b>	HAZEL	<b>UN</b>	UNKNOWN

\*\*Dichromatic is a person with two different colored eyes (example blue and green).

### **HAIR COLOR CODES**

<b>BK</b>	BLACK	<b>BD</b>	BALD
<b>BN</b>	BLONDE	<b>RD</b>	RED
<b>BR</b>	BROWN	<b>WH</b>	WHITE
<b>GY</b>	GRAY	<b>UN</b>	UNKNOWN
<b>SN</b>	SANDY		

**Height** must be in feet and inches. If they indicate a quarter inch (1/4), use the prior whole number. When one half (1/2) is given, use the next whole number.

## **RESTRICTIONS**

<b>CODE</b>	<b>RESTRICTION</b>	<b>DEFINITION</b>
<b>A</b>	Corrective Lenses	Restricted to wearing corrective lenses when driving any vehicle.
<b>C</b>	Automatic Transmission	Restricted to driving vehicles with automatic transmission.
<b>D</b>	Daylight Hours	Restricted to driving during daylight hours.
<b>E</b>	Golf Cart	Restricted to driving a golf cart only. Assigned when the applicant takes the road test in a golf cart or if they have a valid class D license, no road test is required.
<b>F</b>	Full Hand Controls	Restricted to driving vehicles equipped with full hand controls.
<b>G</b>	Mechanical Turn Signals	Restricted to driving vehicles equipped with mechanical signals.
<b>I</b>	Right, Left and Inside Mirrors	Restricted to driving vehicles equipped with all three mirrors. Assigned when applicant is unable to turn head completely.
<b>J</b>	Motorcycle 100cc or less	Restricted to driving a motorcycle 100cc or less. Assigned when skill test is taken on a motorcycle 100cc or less.
<b>K</b>	Intrastate Operation	Restricted to driving a commercial motor vehicle in intrastate (Arizona only) operation.
<b>L</b>	Non Air Brake Vehicle	Restricted to driving commercial motor vehicles that are not equipped with air brakes.
<b>M</b>	Moped/Motorized Cart	Restricted to driving a moped or motorized cart. Assigned when applicant wants only a moped or motorized cart license or permit.
<b>O</b>	Other	Restrictions that do not have a letter code. Any "O" restriction is described in the DM3 with a 013 CID and will display for law enforcement.
<b>P</b>	Instruction Permits	Indicates an instruction permit is system generated. It automatically goes on the record when the permit is created. When issuing a duplicate or renewal permit, If a restriction is being added, place it next to the "P". Do not place another restriction over the P. The "P" must display on the permit record.

## ARIZONA CRIMINAL JUSTICE COMMISSION

To obtain a current information from the Arizona Criminal Justice Commission is now available at the Internet web site:

<http://acjc.state.az.us/>

This information is used to locate a law enforcement or court agencies name, address and phone number. Example in the DM02 segment that shows a citation under court is a 4 digit number **(0741)** assigned to that specific agency. The first two numbers are the county code, **07** is Maricopa County and the last two are for that agency **41** is City of Phoenix.

## DRIVERS/CUSTOMER QUERY AND MVR EXERCISE

To practice on how to query and print MVR on the Drivers/Customer database use current work related records. Do not access your own records or that of a co-worker.

# ***Querying by Customer Number or Name***

## QVDLS

The Tran QVDLS will allow you to check records by customer name(s) or number. This Tran works on both the Title and Registration or Customer databases. This will only work when the customer has a driver's license (customer record) and a driver's license number entered on the title and registration database.

When you are querying on the Customer database by their name and find the person you can then enter **QV** in the switching code and hit **Enter** or **Ctrl**.

QDSEE	WALTER,,WINTERS	D00004050	04008025
INDIVIDUAL CUSTOMER		10/09/2003	13:26:05
SEGS PRESENT:	DM1 DM3		
	DM20 T&R		
NAME	WALTER,,WINTERS		
CUSTOMER NUMBER	D00004050	S CLS D TPE O RFD	EXP DATE 08102012 NL: 01
RESIDENCE ADDRESS	3456 W PARADISE DR	DOC DT 01102001	CD N
CITY PHOENIX	ST AZ ZIP 85024	CNTY 07	CTRY
SEX WGT HGT EY HR RESTR	MEDALT	ENDORSE	D.O.B. ISSUE DT ISSUEID
M 175 509 GR WH A			08101947 07172003 DV309
CURR SOC SEC	CHANGE DATE	FILM REF	RECEIPT NO USERID UPDT DT
010225554	07172003	00000000	AL133851 DV309 07172003
STCODES: 63 98			

Switching code

ENTER SEGMENT WANTED OR 'NO': **QV** AND DEPRESS ENTER KEY PF1 FOR IMAGE  
ENTER APPLICATION LICENSE TYPE FOR PDPS INQUIRY:

After you use **QV** on the Customer Database to bring up the T&R records. It will default to QVCSI to give you a list the vehicles.

```

                                10/09/03    13:31:10
TRANSACTION QDSEE      COMPLETED  BY D050267  TRAN SUCCESSFUL - HIT ENTER
TRAN  QVCSI           MDIN HHMM
NAME  WALTER,,WINTERS
DOB   08101947
CUSTOMER NUMBER D00004050
CUSTOMER TYPE
LAST NAME MATCH Y      'N' FOR NO
PRIOR LICENSE SEARCH   'Y' FOR YES
RESIDENCE ADDRESS
CITY                      ST      ZIP      CNTY      CTRY

*****

```

Press **Enter** or **Ctrl** to see the QVCSI screen.

### Screen #1

```

QVCSI          ARIZONA DEPARTMENT OF TRANSPORTATION      PAGE: 1
10/09/2003     CUSTOMER TNR VEHICLE SELECTION SCREEN      13:32:24

CUST#: D00004050  TYPE: I                                P/C: NO  ABV: NO  MOH: NO
NAME: WALTER,,WINTERS
ADDR: 3456 W PARADISE DR                                DM9: NO
CITY: PHOENIX                                           STATE: AZ  ZIP: 85024  CTRY:
DOB: 08101947  SEX: M  WGT: 175  HGT: 509  EY: GR  HR: WH

          TITLE AND REGISTRATION
SEL      VIN      MAKE  YEAR CAT STYLE EXPDT  PLATE  MI SEQ NO
1FTHX25LXFKA60086 FORD  1985  A  34PU  20020731 LES266  N  04472205
1FTHX25LXFKA60087 FORD  1985  A  34PU  20020731 LES267  N  04472207
1FTHX25LXFKA60091 FORD  1985  A  34PU  20010731 LES271  N  04472213
1FTHX25LXFKA60080 FORD  1985  I  34PU  20020731 LES260  N  04472292
1FTHX25LXFKA60071 FORD  1985  I  34PU  20020731 VSG036  N  04472353
1FTHX25LXFKA60072 FORD  1985  A  34PU  20030731 JRR019  N  04472354
1FTHX25LXFKA60070 FORD  1985  I  34PU  20020731 VSG035  N  04472358

TRAN QVCSI      TEXT C D00004050
S/M SELECT  PF1 =>QVDLS PF3 =>MOH PF4 =>ABV PF5 =>QDSEE PF6 =>P/C

```

At this time you can select a vehicle or use **key F5** to return to Drivers/Customer.

- To select a vehicle place an "S" in the SEL field to the left of the vehicle you want to see



## Screen #2

ARIZONA MOTOR VEHICLE RECORD AS OF 05/26/2005 SEQ 05830054  
931JRT -001 283056V CAT A VIN JHMCA5580JC117026  
HOND 4DSD 1988 MO/YFR OCT 1988 EFFDT OCT 2003 EXP SEP 30 2004  
VMO FLP 013460 GVW 000000 F G ODMR 0177670 CODE A CREDIT N  
SC 25 81 AV 000644 INS BY  
TC 64 47 41 64 66 PRD FNED RACF MV630275 MV630275  
B/D 09252003 BCH 014T OF 1361 DCR 03302004 01 DPR 09252003 00  
B14788320 I B NICOLE,,SMITH

8335 W HIDALGO ST OEN  
PHOENIX AZ 85020 REG CNTY 07 1 YEAR REG  
COMMENTS

TRP IN PROG  
AXLES 00 UNLADEN 00000  
SARWGTDTTE

TTL NO 133M002263899 ST AZ PDT 09232002 FILM C280033M03 OTC IDT 09232002  
PR TTL Z7ZD910928590 ST AZ PDT 04091991 FILM 6888Z16035

LIEN CUST NBR AMT DT L/S

EMSTYP 2 ITDT 09142002 FLAG PDT 09202002 RSLT P AREA A EMSEXP 09302004  
PRI  
TRAN TEXT L 931JRT

To return to Drivers/Customer side from here: **SHIFT F11** to return to screen above and select another vehicle or returning to Screen #1 you can use key F5 return to Customer.

**QVCSI** - queries a vehicle, mobile home record, abandon vehicle record or a plate credit record associated to a customer number.

QVCSI 05/26/2005	ARIZONA DEPARTMENT OF TRANSPORTATION CUSTOMER TNR VEHICLE SELECTION SCREEN	PAGE: 1 10:57:07
<div style="text-align: center;"><b>a</b></div>		
CUST#: D00004883 TYPE: I P/C: YES ABV: NO MOH: NO NAME: DEBORAH,ANN,SULCS ADDR: 9430 W VOGEL AVE DM9: NO CITY: PEORIA STATE: AZ ZIP: 85345 CTRY: US DOB: 04041950 SEX: F WGT: 230 HGT: 503 EY: BL HR: BR <div style="text-align: center;">TITLE AND REGISTRATION</div> SEL VIN MAKE YEAR CAT STYLE EXPDT PLATE MI SEQ NO 1J4FF48SX1L608835 JEEP 2001 A 4DSW 20050515 003NFS N 09804412		
<div style="text-align: center;"><b>b</b></div>		
TRAN QVCSI TEXT C D00004883 S/M SELECT PF1 =>QVDLS PF3 =>MOH PF4 =>ABV PF5 =>QDSEE PF6 =>P/C		

From the initial customer base record screen (QDSEE), type “QV” into “**enter segment wanted**”. The screen will return with “Tran successful Hit Enter”, when the CSR presses the enter key the screen will default to QVCSI. The TNR vehicle selection list will appear.

Added screen elements and their description:

Screen Elements	Description
<b>a. P/C</b>	When YES displays this is the indicator that a plate credit record is available.
<b>b. PF6=&gt;P/C</b>	If YES displays in the P/C field press F6 and the plate credit record will display

From QVCSI if “YES” is next to the P/C or ABV or MOH abbreviation, selecting the appropriate F KEY from the bottom of the page, the correct screen will default:

- **F1=QVDLS**
- **F3=MOH**
- **F4=ABV**
- **F5=QDSEE**
- **F6=P/C (Plate Credit Record)**

**QVCS1** - will displays all of the customer information and a selection list of mobile home, by VIN, MAKE, YEAR, TITLE NUMBER AND SEQ NO.

QVCS1		ARIZONA DEPARTMENT OF TRANSPORTATION		PAGE:	
07/26/2001		<input type="checkbox"/> CUSTOMER MOBILE HOME SELECTION SCREEN		14:46:55	
CUST#: D00004071		TYPE: I	<input type="checkbox"/>	P/C: NO	<input type="checkbox"/> TNR: YES ABV: NO
NAME: ADAM,,SMITH					
ADDR: 1978 W PARADISE LN		DM9: NO			
CITY: PHOENIX	STATE: AZ	ZIP: 85006	CTRY:		
DOB: 08101947	SEX: F	WGT: 000 HGT: 000	EY: UN	HR: UN	
MOBILE HOME					
SEL	VIN	MAKE	YEAR	TITLE	SEQ NO.
01	CAVA12344559843	CAVCO	1979	HG89342342234	S00000000
02	CAVB12344559844	CAVCO	1979	HG89342342235	S00000000
TRAN QVCS1 TEXT C D00004071 I					

Added screen elements and their description:

Screen Elements	Description
<b>a. QVCS1</b>	Customer mobile home selection list.
<b>b. P/C:</b>	When YES displays this is the indicator that a plate credit record is available.
<b>c. TNR/ABV</b>	Option changed from QVCS1. The MH record displays.

**QVCS2** - queries abandon vehicle associated with a customer number through the customer database.

QVCS2 07/26/2001	ARIZONA DEPARTMENT OF TRANSPORTATION <input type="checkbox"/> CUSTOMER ABANDONED VEHICLE SELECTION SCREEN		PAGE: 14:52:31
CUST#:	D00004071	TYPE: I	<input type="checkbox"/> P/C: NO <input type="checkbox"/> TNR: YES MOH: NO
NAME:	ADAM,,SMITH		
ADDR:	1978 W PARADISE LN	DM9: NO	
CITY:	PHOENIX	STATE: AZ	ZIP: 85006 CTRY:
DOB:	08101947	SEX: F	WGT: 000 HGT: 000 EY: UN HR: UN
ABANDONED VEHICLE			
SEL	VIN	MAKE	YEAR
01	1GH3FABP234234440	CHEVR	1990
		PLATE	TOW DT
		AAA000	01022002
		SEQ NO	NOTE DT
		S5555555	
TRAN QVCS2 TEXT C D00004071			

Added screen elements and their description:

Screen Elements	Description
<b>a. QVCS2</b>	Customer abandon vehicle selection screen.
<b>b. P/C:</b>	Descriptor if plate credit exists for plate NO or YES will display.
<b>c. TNR/MOH</b>	Option changed from QVCS1. The AV record displays.

**QVCS3** - queries plate credit records associated with a customer number through the customer database.

QVCS3		ARIZONA DEPARTMENT OF TRANSPORTATION		PAGE: 1	
07/30/2001		<input type="checkbox"/> CUSTOMER PLATE CREDIT SELECTION SCREEN		07:26:27	
CUST#: D00005429		TYPE: I		<input type="checkbox"/> TNR: YES ABV: NO MOH: NO	
NAME: MARY, SALLY, SELLER					
ADDR: 2283 PALM WAY		DM9: NO			
CITY: PHOENIX		STATE: AZ		ZIP: 85022 CTRY:	
DOB: 08081968		SEX: F		WGT: 000 HGT: 000 EY: UN HR: UN	
SEL		PLATE		VIN	
		ABC555		1VWDB0178GV003812	
		LLC011		1FABP0038T3323444	
		INITIAL		50.00	
		INITIAL		502.00	
TRAN QVCS3		TEXT C D00005429		<input type="checkbox"/>	
S/M SELECT PF1=QVDLS PF2=TNR PF3=MOH PF4=ABV PF5=QDSEE CREDIT PLATE(S) FOUND					

Added screen elements and their description:

Screen Elements	Description
a. QVCS3	Customer plate credit selection screen.
b. TNR/ABV/MOH	Option changed from QVCSI. The P/C record displays.
c. S/M Select	Bottom of the page will display that the credit plate was found.

**NOTE:** Customer screens can be queried from Title and Registration database, using the following.

Tran <u>QVCSI</u>	Text <u>C Customer number</u>
Tran <u>QVCS1</u>	Text <u>C Customer number</u>
Tran <u>QVCS2</u>	Text <u>C Customer number</u>
Tran <u>QVCS3</u>	Text <u>C Customer number</u>

## **CUSTOMER QUERY EXERCISE**

To practice on how to query and print MVR on the Customer database use current work related records. Do not access your own records or that of a co-worker.

## Third Party Electronic Data Services TRANS

TITLE & REGISTRATION TRANS	F-KEY	DEFINITION
QVREG	F2	Query vehicle record by license plate or VIN
QVCPY	F6	Uncertified MVR
QVREC		Uncertified MVR with fees
QVTRR		Certified MVR
QVPLT		Queries the plate credit record
QVPER		Query restricted 3 day permit by permit number or VIN
QVGFM		Query for film box number

MOBILE HOME TRANS	MOBILE HOME F KEY	DEFINITION
QHMHR		Certified MVR
QHREC		Uncertified MVR
QHAOL		Query additional owner or lien info on a mobile home record
QHDEL	F5	Query tax delinquency info
QVMOH	F2	Query mobile home record
MHDEL		To modify the mobile home tax screen.
MHTAX	F1	To enter new delinquent taxes on a mobile home record.

DRIVERS/ CUSTOMER TRANS	SWITCHING CODES	F-KEY OR ENTER	DEFINITION
QDSEE	Q0		Queries customer records
QDSEEP			Queries customer records for agencies that can also retrieve DL photos.
MDMVR	V0 V1 V3	Enter F1 F3	39 month restricted MVR Court certified restricted MVR 5 Year certified restricted MVR
MDMVRN	Z0 Z1 Z3	Enter F1 F3	39 month non restricted MVR Court certified non restricted MVR 5 Year certified non restricted MVR
QVDLS	QV		Queries a customer record from DL database. Example: TEXT J,,DOE & DOB
QVCSI			Queries customer vehicle records from the customer database.
QVCS1			Queries customer mobile home selection screen.
QVCS2			Queries customer abandon vehicle selection screen.
QVCS3	PC		Queries customer plate credit selection screen.